

REGULATIONS

AND

INSTRUCTIONS,

FOR THE

PURSERS

OF

HIS MAJESTY'S SHIPS AND VESSELS.

SECOND EDITION.

MDCCCXXV.

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*By the Commissioners for Executing
the Office of Lord High Admiral
of the United Kingdom of Great
Britain and Ireland, &c.*

WHEREAS we have caused a New Edition, with certain Alterations, of the Regulations and Instructions established by our Order of the 17th July, 1824, for the Pursers of His Majesty's Ships and Vessels, to be prepared: You are hereby required and directed to pay the most strict attention and obedience to the said Regulations and Instructions, (which are hereunto annexed), so far as the several matters contained therein may relate to your respective duties.

Given under our hands the 1st day of December, 1825.

MELVILLE.
W. J. HOPE.
G. COCKBURN.
G. CLERK.
W. R. K. DOUGLAS.

To

*The respective Flag Officers, Captains,
Commanders, Commanding Officers,
and Pursers of His Majesty's Ships
and Vessels.*

By Command of their Lordships,

J. W. CROKER.

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INSTRUCTIONS
RELATIVE TO
VICTUALLING ACCOUNTS.

VICTUALLING INSTRUCTIONS.

GENERAL DUTIES AND ALLOWANCES.

1.

THE Pursers of His Majesty's Navy, previously to receiving their Warrants from the Navy Board on the Home Stations, or their first or any succeeding Appointment on Foreign Stations, are, with two competent Securities, to enter into Bond to His Majesty in the Penal Sums undermentioned, viz.:

Bond to be given.

1st Rates	£1000
2d ditto	800
3d ditto	600
4th ditto	400
5th ditto	400
6th and Sloops	300

for the faithful discharge of their Trust, agreeably to the Form in the Appendix, No. 1, and the notations at the foot thereof.

2.

General duty. The Purser being the Officer intrusted to receive the Provisions, Slops, Tobacco, Soap, and all other Victualling Stores, and to keep and issue the same to the Ship's Company, and, upon particular and urgent occasions, to purchase, and, finally, to account for them; he is hereby required and directed strictly to observe the following Regulations and Instructions, and also the Regulations and Instructions relative to the Monthly Payment of Wages, the Receipt, Custody, and Issue of Slops and Religious Books, hereto annexed: and as the Captains and Commanders of His Majesty's Ships are fully acquainted with all the Orders, Certificates, and other Documents, which the Purser is required to produce with his Accounts, and will furnish him with the same at the precise periods at which the services to which they relate take place, and will also grant to him all the facilities for the execution of his duty which depend upon them, he is to observe that no irregularity or omission in any part of the duties here prescribed will be overlooked.

3.

Each Form in the Appendix to be considered as having the full force of a separate instruction.

He is also most strictly charged to consider each Form in the Appendix for vouching his Accounts, as having the full force and validity of a separate Instruction; to pay the most particular attention that, in every case, the Spirit, and, as far as possible, the Letter of these Forms be strictly complied with; that all the vacant spaces and columns be carefully and distinctly filled up, agreeably to the obvious intention thereof; and that all the Certificates or Notations directed to be made thereon, be duly inserted, and signed by the several parties required by the Forms so to do.

4.

On passing his Account in the Victualling Office, he will be allowed Credit for a quantity of all species of Provisions, (Fresh Meats, Vegetables, and Salt Meat, excepted,) equal to one eighth part of the full proportion for the number of persons he may have victualled, in full indemnity for Waste and for destruction by Vermin; and he will be paid for his Credits of the undermentioned Articles, *only*, at the following prices, viz.:

One Eighth
of certain
Provisions is-
sued, allowed
to cover
Waste, &c.

	s.	d.	
Bread	0	2½	per lb.
Beer	0	1½	per gall.
Salt Beef	0	4	per lb.
Salt Pork	0	4	ditto.
Peas	0	9	per gall.
Sugar	0	6	per lb.
Cocoa	0	10	ditto.
Tea	2	0	ditto.
Flour	0	2½	ditto.

and to the Pursers of Sloops, &c., having complements of 105 Men and under, the following annual Allowances will be made to them, on passing their Accounts, viz.:

Vessels of 105 Men	£15
95 ditto	20
85 ditto	30
75 ditto	40
65 ditto and under	50

5.

To protect him from the unavoidable loss which must be sustained on Casks, Hoops, and Bread Bags, there will be allowed to him on his Account,

Waste of
Casks, Hoops,
and Bags,
Allowances
to be made
for it.

Cask	-	-	-	-	1 Ton	} for every 100 Men victualled for a Month.
Iron Hoops	-	-	-	-	4 No.	
Bags	-	-	-	-	6 No.	

6.

Necessaries
to be provided
by him.

He is to provide the Ship sufficiently at all times, with Coals, (including what may be required for the ordinary use of the Airing Stoves, and of the Forge,) Wood, Turnery Ware, Candles, Lanterns, Signal-lanterns (the latter of which he is always to obtain from the Navy Board of an established pattern, which they have been directed to provide), and all other Necessaries; and to enable him to do this, he will be allowed Necessary Money according to the following Scale, viz.:

Ship's Comple- ments.	Per Man, Per Lunar Month.	
	s.	d.
900 Men	1	0
850 „	1	0
800 „	1	0
700 „	1	1
650 „	1	1
600 „	1	1
540 „	1	1
450 „	1	2
420 „	1	2
350 „	1	2
305 „	1	4
300 „	1	4
280 „	1	5
255 „	1	6
245 „	1	6

Allowances
for that pur-
pose.

GENERAL DUTIES AND ALLOWANCES.

7

Ship's Comple- ments.	Per Man, Per Lunar Month.	
	s.	d.
175 Men	1	6
150 „	1	7
145 „	1	7
135 „	1	7
125 „	1	7
110 „	1	9
100 „	1	10
95 „	1	11
85 „	2	1
75 „	2	4
65 „	2	6
60 „	2	6
50 } and under }	2	6

When the actual number of any Complement falls between any two of the numbers specified in the Scale, the Purser will be entitled to draw for Necessary Money at the rate to which the Complement of his Ship most closely approximates; but when it may lie exactly between a superior and inferior number, he must draw at the rate most favourable to the Crown: and such Pursers as are entitled to the annual Allowance fixed by Article 4, will take Credit for the same, in their General Statement, upon the like principle. On passing his Accounts, he will also be allowed Sixpence per Lunar Month for such number of Supernumeraries as shall exceed the number of Men short of the full Complement; and if a Tender shall have been attached to the Ship, he will, on the production of a certified Copy of the Cap-

tain's authority for employing her, and of a Certificate from the Captain stating the tonnage of the Tender, and the number of Days she has been actually employed, be further allowed after the rate of Two Pounds Ten Shillings per Month for a Tender of Fifty Tons or under; Three Pounds Ten Shillings per Month, if from Fifty to Eighty Tons, and Four Pounds Ten Shillings per Month if a greater Tonnage.—The Coals which he will be required to furnish for the ordinary use of the Forge, are not to exceed per Annum, in

Proportion of
Coals allow-
ed for the or-
dinary use of
the Forge.

FOR THE ORDINARY
USE OF THE FORGE.

Ships of the 1st Rate	- - - - -	50 Bushels
2nd, 3rd and 4th ditto	- - - - -	35 „
5th ditto	- - - - -	20 „
6th and under	- - - - -	15 „

but when any extra Work is required to be done at the Forge, either for the Ship in which he serves, or for other Ships, he will, on passing his Accounts, be allowed for the Coals so expended, on his producing the Carpenter's Receipt and a Certificate from his Captain, stating that such quantity had been supplied by his Order, and expressing the nature of the work which had been performed. The Amount of the established Allowances of Necessary Money prescribed by the preceding Scale, (and which on the first fitting out of a Ship, or on the Ship being re-commissioned with another Purser, will be granted for Three Months beyond the period for which the Ship may be victualled,) will be paid to him by the Agent to the Commissioners of the Victualling, at the Port or Place where the Ship may happen to be, upon his producing a Certificate according to the Forms in the Appendix, No. 2 or 3, as the case may require,

Fuel, &c.
received from
the Dock
Yards or
Victualling
Agents to be
paid for.

But should the Ship be victualled at any place where there is not an Agent Victualler, he may, in that case, draw Bills upon the Commissioners of the Victualling for the Amount that shall appear to be due, in the same manner as is hereinafter directed with respect to Money required for the payment of Savings, (Art. 22), which Bills are to have the Certificates above referred to, No. 2 or 3, (as the case may require) duly inserted and signed at the foot of them, and are to be inserted in his Account Current (No. 22).—When the Purser is supplied by the Agents for Victualling with Weights and Measures, Fuel or Candles, or by the Navy Board with Firewood, Signal Lanterns, &c., he is to make immediate payment for all such Supplies, to the Officers from whom the same are received.

7.

In case the Ship in which he serves shall bear a Flag or Broad Pendant, or shall be employed in conducting a Convoy, an allowance will be granted to him for Top and Poop Lights, upon the passing of his Account, at the rates specified in the Form in the Appendix, No. 4, on his producing the Certificates there prescribed.

8.

When he shall be directed by a Flag or Senior Officer to purchase any Provisions or Victualling Stores for the Service of the Squadron employed under his Orders, he will be allowed (if he duly conform himself to Article 19 of these Instructions, and the Commissioners of the Victualling shall be satisfied with the propriety and economy of the transaction,) a Commission after the rate of two and a half per Centum, upon the value of such part of the Provisions and Victualling Stores, so purchased, as may be distributed to the other Ships of the Squadron, provided

Conditional
allowance of
2½ per Cent.
on the
amount of the
purchases.

he produces regular Receipts for the same, but none upon that part which may be received for the use of his own Ship.

9.

Tobacco and Soap—Allowances for waste & care thereof.

To compensate him for the loss by diminution of weight, and other unavoidable Waste to which Soap and Tobacco are subject while on board, a reasonable allowance upon the aggregate quantity of each which he shall appear to have issued will be made to him, upon the passing of his Accounts; and by way of recompense for his trouble in issuing the Soap and Tobacco, and keeping the Accounts, and to encourage him to a faithful discharge of his Trust, he will also be allowed a Commission after the rate of Ten Pounds per Cent. on the value of the quantity of each, which he shall have issued to the Ship's Company, who are to be charged for the Soap at the rate of Eightpence per Pound, and for the Tobacco at the rate of One Shilling and Sevenpence per Pound.

Prices at which Soap and Tobacco are to be charged to the Ship's Company.

10.

Never to sign any Accounts, Books, or Papers, without careful examination.

He is never to sign any Accounts, Books, Lists, Tickets, Receipts, or Vouchers for Provisions, Victualling Stores, Slops, or Tobacco, before he has so thoroughly examined and considered them, as to be satisfied of the truth and correctness of every particular contained therein; and if, at any time, discovery shall be made that he has knowingly signed, or suffered, or procured others to sign a collusive or false Ticket, List, Voucher, or Vouchers, of any kind, he will be discharged from his employment as a Purser, be deemed unfit ever to be entertained as an Officer in His Majesty's Service, will absolutely forfeit all the Wages due to him at the time of his dismissal, together with all such Sum or Sums of Money, Benefit, Advantage or Emolument, as might otherwise arise and become due and pay-

Penalty if detected in signing, or conniving at others signing false Vouchers.

able to him on the balance of his Victualling Account, or for Soap, Tobacco, or Slops issued to the Ship's Company, and in addition will also be subject to such pains and penalties as a Court Martial may inflict upon him.

11.

The Captain being required to transmit to the Victualling Board Quarterly Accounts of Provisions and Victualling Stores, &c.; received and returned, and also an Account of the Receipt and Expenditure of Fresh Meat, the Purser is to satisfy himself before signing the same, that they are made out in the Forms prescribed in the Appendix, No. 5, A. B. and C.; and that they contain all the Receipts, Issues, Expenditures, &c., for the whole Quarter.

Quarterly
Accounts.
Careful ex-
amination of
them.

12.

He is to take special care that the Receipts and Expenditures of Provisions and Victualling Stores in one Quarter, be not blended in the Quarterly Accounts with those of another; but that in all cases, Vouchers be given and taken, and the Accounts made up for each Quarter separately and distinctly, in conformity to the rules prescribed by Articles 43 and 59; and he is to notice that the Quarters are officially deemed to close on the 31st of March, 30th June, 30th September, and 31st December, in every Year.

Blending the
entry of Re-
ceipts or Is-
sues in one
Quarter with
those of ano-
ther, to be
avoided.

RECEIPT AND PURCHASE OF PROVISIONS AND VICTUALLING STORES.

13.

HE is to inform himself of the time for which the Ship is ordered to be victualled, and to take care that there be no failure

Victualling
the Ship—Di-
rections rela-
tive thereto.

Proportion of
Tobacco and
Soap to be
received.

Limitation of
issue thereof

on his part in demanding, according to the directions he may obtain from his Captain, and in timely getting on board, the full quantity of Provisions, Water-Casks, Soap and Tobacco, Necessaries, &c. ; and he is also, in conjunction with the Master, to satisfy himself that all the Provisions sent on board be sweet, good, and wholesome, and that the Casks appear to be sound, and full, otherwise to object to their being received into the Ship without a Survey. The quantity of Tobacco and Soap which he receives on board should, for the time the Ship is victualled, be at the rate of about Two Pounds of the former, and One Pound of the latter per Lunar Month, for a number of persons equal to two-thirds of the complement, beyond which proportions he is not allowed to issue them to any Individual. But no Supernumeraries borne for Victuals only are to have any Soap or Tobacco issued to them, until they shall have been two months on board, when it may be issued to them, under the Captain's authority, in the same proportion as to the Ship's Company.

Provisions
suspected to
be defective,
not to be re-
fused till sur-
veyed.

Provisions sent for the supply of His Majesty's Ships shall not be refused on pretence of being old, and unfit for keeping ; but when there shall be reasonable ground of objection against any part thereof, he is to apply to his Captain for a Survey on them ; and such part of the Provisions, as may on Survey appear to be unfit for the use of the Ship, are to be returned to the Agent or Contractor who supplied them, accompanied by a Copy of the Report : and he is immediately to call upon the Agent or Contractor, to replace what may be so returned with an equal quantity of the same species of a proper quality.

15.

Package of
Provisions,

Every Cask and Package of Provisions sent on board His

Majesty's Ships, whether wet or dry (Bread only excepted, which is generally to be in Bags, containing One Hundred and Twelve Pounds each), is to have the contents thereof, as to species and quantity, marked conspicuously thereon, together with a number, and the time when, and the place at which packed; and the Casks with Beer, are to have the Contents in Gallons, marked on their heads: and in all cases of Provisions under Warranty supplied by the regular Agents of the Victualling Board, the same will be notified to the Purser in the Bills of Lading, when they are sent on board; but should this notification be omitted, he is to apply to the Agent supplying them for the requisite information. He is to guide himself with respect to the Warranty of Provisions supplied by Contractors, by the terms and conditions of their Contracts.

The Contents of each Cask to be marked thereon.

Warranty of Provisions to be also specified, and if omitted, the Purser is to apply for the information.

16.

The Beef provided for His Majesty's Ships is to be sent on board, cut into Eight Pound Pieces, and the Pork into Four, or occasionally Six Pound Pieces; and no unusual pieces, such as Leg Bones, Shins of Oxen, Cheeks of Hogs, Ox Hearts, &c., are to be put up with the Meat.

Salt Meat.—How it is to be cut and packed.

17.

When any of His Majesty's Ships come into Port, either at Home or Abroad, they shall, if it can be done, be supplied with Fresh Meat on each day of the Week, and with Vegetables, (or Vegetables and Fruit on Foreign Stations,) according to the proportion fixed by Article 30; observing that the proportion of Fresh Meat, Vegetables, or Fruit, is with reference to the Instructions upon the general Statement, No. 21 in the Appendix, to be as near as possible for the number of Men actually victualled, but if there should be any remains of Fresh Meat on

Fresh Meat and Vegetables—How to be supplied.

the last day of general issue, it is to be *served as Fresh Meat*, as far as it will go, at the rate of one Pound per Man with Vegetables, in lieu of part of the next day's Salt Meat. But no Savings whatsoever of Fresh Meat or Vegetables are expected to be made, or will be allowed to be paid for.

18.

Provisions
from Con-
tractors, &c.
when on
Foreign Ser-
vice—How
to be de-
manded and
received.

If at any time whilst on either Home or Foreign Service, there should be a necessity to receive Sea Provisions, Fresh Beef, Vegetables, &c., from a Contractor, or an authorized Correspondent of the Victualling Board, he is to present to his Captain, a Certificate under his hand, of the exact remains of each Species of Sea Provisions on board, to which the Captain will subjoin a demand upon such Contractor or Correspondent, to supply the Provisions, Fresh Beef, Vegetables, &c., required, which demand being certified at the foot thereof by the Master, to have been inserted in the Log Book, is to be delivered in Triplicate to such Contractor, or Correspondent, and he is to grant to the Contractor, or Correspondent, such Vouchers as, in the former Case, the Contract provides for, and in the latter Case, such Vouchers as the Victualling Board have required these Functionaries to produce, the forms of which will always be exhibited by them, on his application.

19.

Purchase of
Provisions
when abso-
lutely neces-
sary.

He is never to purchase any Provisions, Victualling Stores, Fresh Beef, Vegetables, Water, Soap, or Tobacco, in places where there is an Agent, Contractor, or other authorized Correspondent of the Victualling Board; but when that is not the case, he is to certify to his Captain, under his hand, the remains of each Species, and having obtained his Captain's Warrant to procure the necessary quantities, he is to execute the Service

with the utmost frugality, procuring all the Vouchers and Certificates in Triplicate, drawing Bills on the Victualling Board for the amount agreeably to the Forms in the Appendix, No. 6. A. B. C. D. E. ; and taking care that the quantities purchased, correspond as nearly as possible, in amount with the quantities in the Order, and that the Articles be good, wholesome, and fit for His Majesty's Service: for no condemnations of such Provisions and Stores as may be purchased by him will be allowed, unless the causes of their decay are most satisfactorily accounted for. But in places where there is no such authorized Agent or Contractor, and when, from peculiar circumstances, the Captain may deem it absolutely necessary that a third Person should be employed to make the Purchases, which in ordinary cases are to be made by the Purser himself, such third person will be allowed a Commission of $2\frac{1}{2}$ per Cent, but in every such case, a particular report of all the circumstances is to be made to the Victualling Board by the first opportunity, and if the circumstances thus stated, should not be deemed sufficient to justify purchases by Commission, the Amount of such Commission will be charged against the Captain. He is however to observe, that as the price of Tea is frequently excessively high at particular places, it is never to be purchased when it cannot be procured at or under Two Shillings and Sixpence sterling per pound.

20.

But in case he shall have been supplied previously to, or after quitting Port with Money or Foreign Coins, for the purpose of purchasing Provisions and Victualling Stores for the Public Service, he is, instead of drawing Bills to pay for such purchases, to defray the same out of the Public Monies that may have been so committed to his custody, as far as the same will go. And he is strictly enjoined in such cases to have inserted

Payments in
Specie—Di-
rections rela-
tive thereto.

in the Form of the Voucher, directed to be taken by the preceding Article, a Certificate of the quantity of the Currency of the place for which the Money or Foreign Coin, in which he makes the Payments, passes there at the time, agreeably to the directions given at the foot of Form No. 6. D.; and if he fail so to do, he will be charged in the Victualling Office with the highest rate of Currency which such Money or Coins may appear to have passed for at the place within six months before or after his purchases, and at the same rate for any part of such Money or Coins as he may have retained in his hands, and neglected to disburse, before drawing Bills on the Victualling Board, unless he shall have received his Captain's authority to that effect, and transmitted a certified copy thereof with the Vouchers for the purchase.

21.

Savings of
Provisions.
Directions on
that behalf.

No Provisions or Victualling Stores are to be drawn or taken up on Shore, or to be sent out of the Ship on any Private Account whatever, and as the allowance of Provisions is calculated and intended for daily subsistence only, no savings made either by Officers or others of the Crew shall be paid to them in kind; but the Purser is at the expiration of every one, two, or three months, at the farthest, as his Captain may judge expedient, to pay the Officers and Ship's Company for all such quantities of Bread, Wine, Spirits, Beef, Pork, Flour, Sugar, Tea, and Cocoa, or the usual substitutes for those species, except Fresh Beef and Vegetables, as shall, during that period, have been saved by the different messes in the Ship from the established allowance of these species, or that may have become due to them, in consequence of their having been put on Short Allowance, according to the following prices;

		s.	d.	
Bread	- - - -	0	2½	per lb.
Wine	- - - -	1	0	„ Gall.

	s.	d.	
Spirits - - - - -	4	0	per Gall.
Salt Beef - - - - -	0	4	per lb.
Salt Pork - - - - -	0	4	„
Sugar - - - - -	0	6	„
Cocoa - - - - -	0	10	„
Tea - - - - -	2	0	„
Flour, &c. - - - - -	0	2½	„

or at such prices as may be hereafter directed. But the Ship's Company are never to be paid for any savings of Peas or Oatmeal, except when there shall have been a necessity for putting them on a general Short Allowance, in which case they are to be paid for them at 9*d.* per Gallon. For the purpose of carrying this Instruction into execution, he is (if unprovided with Public Money for making such Payment) after obtaining Money, as directed by Articles 22 and 23, to prepare three Accounts according to the Form in the Appendix, No. 7, and with special reference to Article 3 of these Instructions to proceed to make the Payments in precise conformity to the Forms prescribed. He must debit himself in his Particular Account of Provisions, &c., received, as required by the 43rd Article of these Instructions, at the time of such Payment, with the whole quantity of the various species so paid for, in the same manner as if he had received them from His Majesty's Stores, and to take notice, that the same are to be duly inserted in the Quarterly Accounts.

22.

In all payments for Savings or Short Allowance, the Seamen are to be paid in British Silver Coin, or in other Coin equal in value thereto, the Purser obtaining Money from the Agent Victualler for that purpose, at places where there is an Agent, who will furnish the Purser therewith, upon his granting to such

Money to pay
for Savings.

Agent, a proper receipt for the same, and delivering to him an Account and Certificate agreeably to the Form in the Appendix, No. 8. But where there is not an Agent, the Payments are to be made in British Silver Coin, when such can be procured, and, when it cannot, the Purser is to pay the Men in Foreign Coin, according to the Value specified in the Table, (No. 6. F.) in the Appendix ; but when neither British Coin, nor Foreign Coin (of the description specified in the said Table) can be obtained, the Purser is to make the Payments as nearly as possible, according to the principle on which the said Table has been formed. The Bills for these Payments are to be drawn as directed at Page 27, Article 17 of the Commander-in-Chief's Instructions, and the Purser is to debit or credit himself with any difference between the terms on which he takes up the Money, and those on which he pays it away. In either case the Purser is to take the Vouchers prescribed by Form No. 7.

23.

Savings or
Short Allow-
ance due from
his Predeces-
sor. How
payment is to
be made for
them.

If he shall be directed by the Captain to pay the Officers, and Ship's Company, for any Savings or Short Allowance due to them by his Predecessor, (which he is most strictly enjoined never to include with what may be due by himself), he is to obtain Money and pay for the same, and to procure the same Vouchers as directed in the preceding Article ; taking care that the Provisions be charged to such preceding Purser in the Quarterly Accounts, in the line preceding the charge on himself by Survey of Remains, in order that they may be charged in his Predecessor's Account, and not in his own ; but the Money which he receives, and pays for them, must be charged and credited in his Accounts Current of Savings and Short Allowance, being a transaction of his own, and not of his Predecessor's.

CUSTODY OF PROVISIONS AND VICTUALLING STORES.

24.

HE is constantly to communicate with the Master with regard to the good order and preservation of the Provisions and Victualling Stores, and to issue out first such part thereof as shall be most liable to decay, or which shall, by marks upon them, appear to be oldest; calling the Master's attention regarding them from time to time, that they may be kept at hand. The greatest care is to be taken in the preservation not only of all the Water and Provision Casks, but also of the loose Staves and Hoops. If the Bread shall be discovered to be damp, he is to apply to the Captain to have it aired on the Quarter Deck or Poop; and if any Liquor shall have leaked out of the Salt Provision Casks, the deficiency is to be supplied from other Casks, that may have been opened, (the Pickle of which is to be occasionally reserved for such purpose,) the Casks to be new driven, and thereby, or otherwise, made tight.

Good order
and preserva-
tion of the
Provisions
and Stores.
To commu-
nicate with
the Master
thereon.

25.

As there are proper and convenient places set apart in the Hold for securing Spirits and Wine from any abuses, and which are not to be applied to any other purpose whatever, he is to take care that the Casks containing these Liquors be sound and full at the time of their coming on board, and that they are lodged in the places appropriated for them, as he will be

Security of
Spirits and
Wine.

No allowance can be made for Leakage. answerable for keeping them afterwards, and must not expect to be allowed any Claim for leakage thereon.

26.

Provisions under Warranty to be surveyed Seven Days before the expiration thereof.

All Provisions under Warranty are to be surveyed within Seven Days of, or as near as possible to the expiration thereof, to the end that if they are found defective, the value may be charged against the Persons by whom the same were supplied. The Purser is therefore, on all occasions, to make timely application to his Captain for such Survey; but as it may not always be practicable for the Captain to make application to a Senior Officer in due time, the Survey may be taken by the Officers of the Ship as directed in Article 45, although other Ships are in Company, provided it be stated therein why application could not be made to a Senior Officer. But if he neglect to apply for a Survey in due time, and the Provisions should be condemned after the expiration of the Warranty, he will not be allowed Credit for the same on the passing of his Accounts, unless the most satisfactory reasons can be shewn for the delay.

In case of neglect he will not be allowed Credit for the same.

27.

Shaking of Casks and extra expenditure thereof, without the Captain's Order, forbidden.

He is not to shake any Water or Spirit Casks without an Order from his Captain to that effect, and he is to obtain on the back of the Order, a Certificate from the Captain and Master, stating the Numbers and Descriptions of Casks that may be shaken, and the necessity for so doing. Neither is he to make any extra expenditure of Casks, without an Order in writing from his Captain; and he is to take notice that Casks used for Washing Tubs, Steep Tubs, or by the Cook, are included in the Ordinary Allowance for Waste, and are not to be deemed an extra expense. Nor are the Casks made use of in the Tops

or Quarters that are not cut, to be looked upon as expended, nor the Iron hoops on those cut to stand between the Guns. ^{Casks to be repaired by the Ship's Cooper.} If the Casks prove defective, when there is no opportunity of returning them into Store, and receiving better, he is to apply to his Captain for his authority to have them repaired, new trimmed, converted or reduced, as may be necessary, by the Ship's Cooper, without any charge to His Majesty for Workmanship; and he is to obtain from the Captain and Master a Certificate, according to the Form in the Appendix, No. 9, which will be required as a Voucher to his Accounts. All expenditures of this nature are to be regularly entered in his Particular account of Provisions, &c., returned, as required by the 43rd Article, and he is to take great care that they are also entered in one line, in the Quarterly Accounts.

28.

The Lemon Juice, which is never to be started into casks, but invariably to be kept in the Bottles and Cases in which it is shipped, is only to be issued to the Crew when the Ship is proceeding to, or employed on, Foreign Stations, and then in the proportion of half an ounce, with half an ounce of Sugar per Man per diem. They are to be either mixed with the Men's allowance of Grog or Wine, or to be made into Sherbet, according as the Captain in his discretion shall think proper to direct; to be used in no other way, nor to be issued whilst the Ship's Company are making use of Beer, or are furnished with Fresh Beef, or enjoying a supply of Fruit or Vegetables; nor during the space of a fortnight after the issue of Beer, Fresh Beef, Fruit or Vegetables, unless from the state of health of the Crew, the Surgeon should think the same necessary, and the Captain should give the requisite orders for that purpose, which

^{Lemon Juice, Directions for the Custody and Issue thereof.}

Accounts re-
quired for the
expenditure
of it.

Preserved
Meats, Di-
rections for
the issue of
them.

orders are to be transmitted with the Purser's Accounts.— And as it may, at times, be improper and prejudicial to some of the Crew to be supplied with Lemon Juice and Sugar, the Surgeon is in such cases to deliver to the Purser a list of the Persons to whom those Articles are not to be issued; and amongst the Papers required from each Purser for the passing of his Accounts will be an Account of the number of Persons to whom Lemon Juice and Sugar were daily issued, certified by the Captain and Surgeon, agreeably to the Form in the Appendix, No. 10. A. He is likewise to account for the receipt and expenditure of the Lemon Juice, with the Sugar issued therewith, as well as the Bottles and Cases, according to the Form in the Appendix, No. 10. B. He will occasionally have committed to his custody certain quantities of preserved Meats, Soups, &c., for the use of the Sick and Convalescents, which he is from time to time to issue to the Surgeon upon the production of regular demands from him, duly approved by the Captain. For the quantities so furnished, he must obtain duplicate Receipts from the Surgeon, which, together with the demand, are to be regularly transmitted by him with his Accounts as Vouchers for the credit which he will take therein for such supplies.

29.

Not to sell
nor make un-
due use of the
Provisions or
Stores.

He is not to sell or make any undue use of the Provisions or Victualling Stores in his custody; and in order that the Crown may not suffer in the event of his becoming in debt for any Species, he will, in all cases wherein he shall have been furnished by the Agents for the Victualling, both Abroad, and at Home, be obliged to pay the following prices for such Provisions and Victualling Stores, viz. :

		£	s	d		
Bread		0	0	5	per lb.	Prices to be paid if in debt.
Beer		0	0	6	„ gall.	
Fresh Meat		0	0	8	„ lb.	
Vegetables		0	0	1½	„ „	
Salt Meat	Or, in proportion for such Articles as shall have been supplied to him in lieu.	0	0	8	„ „	
Flour		0	0	5	„ „	
Peas		0	9	0	„ bushel	
Sugar		0	1	0	„ lb.	
Cocoa		0	2	0	„ „	
Tea		0	5	0	„ „	
Oatmeal		0	9	0	„ bushel	
Vinegar		0	2	0	„ gall.	
Tobacco		0	1	7	„ lb.	
Soap		0	0	8	„ „	
Lemon Juice		0	1	3	„ „	
Preserved Meats		0	1	6	„ „	
Do. Soups		0	3	0	„ quart	
Casks		2	0	0	„ ton	
Iron Hoops		0	1	0	each	
Bread Bags		0	1	6	„	
Cases for	Preserved Meats	1	0	0	„	
	Lemon Juice	0	14	6	„	
	Tea	0	10	0	„	
	Soap	0	5	0	„	
Canisters for Tea		0	5	0	„	
Lemon Juice Bottles		0	0	6	„	
Tallow		0	0	4	per lb.	
Ox Hides (at Home)		0	10	0	each	
Do. (Abroad)		0	5	0	„	
Mess Utensils		0	4	6	per set	
Filtering Machines		5	5	0	each	

Or higher
prices, ac-
cording to
circum-
stances.

but, if he shall have received Provisions or Stores from Contractors, Correspondents of the Victualling Board, or other Persons either Abroad or at Home, or shall have purchased any himself, that shall have cost more than the prices above mentioned, he will, in such cases, be obliged to pay the highest prices which the species, he is in debt upon, shall have cost the Crown during the time of his Account.

ISSUES AND RETURNS OF PROVISIONS AND VICTUALLING STORES.

30.

Established
Allowance of
Provisions.

THERE shall be allowed to every person serving in His Majesty's Ships the following daily quantities of Provisions, viz.

Bread	1 lb.
Beer	1 gallon.
Cocoa	1 oz.
Sugar	1½ oz.
Fresh Meat	1 lb.
and	}
Vegetables	
Tea	¼ oz.

When Fresh Meat and Vegetables are not issued, there shall be allowed in lieu thereof,

Salt Beef	¾ lb.	} Alternately.
and		
Flour	¾ lb.	
or Salt Pork	¾ lb.	
and		
Peas	½ pint	

And weekly, whether Fresh or Salt Meat is issued,

A Quantity of $\left\{ \begin{array}{l} \text{Oatmeal} \\ \text{Vinegar} \end{array} \right\}$ not exceeding $\left\{ \begin{array}{l} \frac{1}{2} \text{ pint.} \\ \frac{1}{2} \text{ pint.} \end{array} \right\}$ For occasional use when required, but not to be considered as subject to be paid for when not used.

The following Scheme shews the proportion of Provisions with Salt Meat for each Man for fourteen Days.

Days of the Week.	Bread, lb.	Beer, gall.	Sugar, oz.	Cocoa, oz.	Tea, oz.	Beef, lb.	Pork, lb.	Flour, lb.	Peas, pint.	Oatmeal and Vinegar pints each.
Sunday	1	1	$1\frac{1}{2}$	1	$\frac{1}{4}$	$\frac{3}{4}$	„	$\frac{3}{4}$	„	$\frac{1}{2}$
Monday	1	1	$1\frac{1}{2}$	1	$\frac{1}{4}$	„	$\frac{3}{4}$	„	$\frac{1}{2}$	
Tuesday	1	1	$1\frac{1}{2}$	1	$\frac{1}{4}$	$\frac{3}{4}$	„	$\frac{3}{4}$	„	
Wednesday . . .	1	1	$1\frac{1}{2}$	1	$\frac{1}{4}$	„	$\frac{3}{4}$	„	$\frac{1}{2}$	
Thursday . . .	1	1	$1\frac{1}{2}$	1	$\frac{1}{4}$	$\frac{3}{4}$	„	$\frac{3}{4}$	„	
Friday	1	1	$1\frac{1}{2}$	1	$\frac{1}{4}$	„	$\frac{3}{4}$	„	$\frac{1}{2}$	
Saturday	1	1	$1\frac{1}{2}$	1	$\frac{1}{4}$	$\frac{3}{4}$	„	$\frac{3}{4}$	„	As explained above.
Sunday	1	1	$1\frac{1}{2}$	1	$\frac{1}{4}$	„	$\frac{3}{4}$	„	$\frac{1}{2}$	
Monday	1	1	$1\frac{1}{2}$	1	$\frac{1}{4}$	$\frac{3}{4}$	„	$\frac{3}{4}$	„	
Tuesday	1	1	$1\frac{1}{2}$	1	$\frac{1}{4}$	„	$\frac{3}{4}$	„	$\frac{1}{2}$	
Wednesday . . .	1	1	$1\frac{1}{2}$	1	$\frac{1}{4}$	$\frac{3}{4}$	„	$\frac{3}{4}$	„	
Thursday . . .	1	1	$1\frac{1}{2}$	1	$\frac{1}{4}$	„	$\frac{3}{4}$	„	$\frac{1}{2}$	
Friday	1	1	$1\frac{1}{2}$	1	$\frac{1}{4}$	$\frac{3}{4}$	„	$\frac{3}{4}$	„	
Saturday	1	1	$1\frac{1}{2}$	1	$\frac{1}{4}$	„	$\frac{3}{4}$	„	$\frac{1}{2}$	
Proportion for 14 days	14	14	21	14	$3\frac{1}{2}$	$5\frac{1}{4}$	$5\frac{1}{4}$	$5\frac{1}{4}$	$3\frac{1}{2}$	1

On the days on which Flour is ordered to be issued, Suet, and Raisins, or Currants, may be substituted for a portion of the Flour.

1 lb. of Raisins being considered equal to 1 lb of Flour.

$\frac{1}{2}$ lb. of Currants	}	. . . ditto . . . ditto
or		
$\frac{1}{2}$ lb. of Suet		

Change of
some species
of Provisions
for others as
the service
may require.

And in case it should be found necessary to alter any of the species of Provisions before-mentioned, and to issue others as their substitutes, it is to be observed that

1 $\frac{1}{4}$ lb. of Soft Bread	}	is to be considered equal to 1 lb. of Biscuit.
or		
1 lb. of Rice		
or	}	
1 lb. of Flour		
1 Pint of Wine	}	is to be considered equal to 1 Gallon of Beer.
or		
$\frac{1}{4}$ Pint of Spirits		
1 Oz. of Coffee	}	is to be considered equal to 1 Oz. of Cocoa.
or		
$\frac{1}{2}$ Oz. of Tea		
1 lb. of Rice	}	is to be considered equal to 1 Pint of Peas.
or		
1 Pint of Calavances		
or	}	
1 Pint of Dholl		
1 lb. of Rice	}	is to be considered equal to 1 qt. of Oatmeal.
1 lb. of Butter	}	is to be considered equal to 1 lb. of Sugar.
2 lbs. of Cheese	}	are to be considered equal to 1 lb. of Cocoa.
$\frac{1}{4}$ lb. of Onions	}	is to be considered equal to 1 lb. of other Vegetables.
or		
$\frac{1}{4}$ lb. of Leeks		

The Purser will be allowed to issue an annual proportion of Canvass for Pudding Bags, after the rate of one ell for every sixteen Men.

When the issue of Salt Meat is renewed after Fresh Meat has been served, it must be recollected that the Salt Meat on the first day of issue is not to be of the same species as that issued on the last day before Fresh Meat was served.

All persons embarked for Passage, and not doing duty on board, are to be victualled at two-thirds, Women at one half, and Children at one quarter of the Allowance established in this Article for Persons serving on board. Established Allowance for Persons not doing duty on board.

31.

Prisoners of War, Pirates and Persons detained for illicit Traffic (the Names of whom are to be inserted in the Victualling Book, in a separate List,) are to be victualled at two-thirds Allowance only, but without Spirits, Wine, or Beer, excepting when required to work in navigating the Ship, at the Pump, or on any other Service, when they are to be victualled at full Allowance of all Species; and the Purser, at the foot of the List on which they are borne in his Victualling Book, is to obtain a Certificate, according to the Form No. 11. A. in the Appendix. But he is to observe, that when he Victuals such persons at two-thirds' Allowance, he must debit himself in his General Statement, with the Proportion of Beer, and the Eighths thereon, for these persons, as he will have already taken Credit for such proportion in the aggregate Number of Men victualled. Prisoners of War, Pirates, &c.

32.

When the Senior Officer, or his Captain, in the exercise of his discretion, shall direct him to shorten the allowance of Provisions prescribed by Article 30, or of any particular species, he is Short Allowance.

strictly to comply therewith; but the Men are to be punctually paid for the quantities short issued, as directed by Article 21.

33.

Wine and
Spirits not to
be issued
while Beer
can be sup-
plied.

He is to notice that Wine and Spirits are never to be issued in Home Ports, while Beer is supplied for the use of the Ship, nor at Sea till it be all expended.

34.

Condemned
Provisions to
be returned
into Store if
possible.

If the Ship, at the time when a Survey on decayed Provisions takes place, be at or near any Victualling Port, the condemned Provisions, more especially Bread, Flour, Peas, Tea, and Cocoa, are not to be thrown overboard, without the most urgent necessity, but are to be retained, for the purpose of being returned to the Agent, or other Instrument of the Victualling, or to be sold by the Purser if at a Port where no such Agent, &c.,

Under what
circumstan-
ces they may
be thrown
overboard.

be present. But if the Ship be at Sea, and be not approaching a Port, and if the Surveyors shall give their opinion that the same are not safe, nor fit to be kept on board, nor can be made so by packing in Tight Casks, until an opportunity may offer to return them, (the express reasons whereof they are likewise to certify and set forth at large in the report of Survey,) the said Provisions are then to be thrown overboard, the Purser taking, on the Report of Survey, a Certificate from the Surveyors, of the species

Condemned
Butter not to
be thrown
overboard.

and quantities so thrown away. Condemned Butter is never to be thrown overboard, but to be delivered into His Majesty's Stores, or to the Contractor from whom it was received. If, however, any Condemned Butter, Tallow or Hides should be required for the use of the Boatswain, the Purser may supply the requisite quantity and number on the Captain's Order, and Boatswain's Receipt, which shall express that the Boatswain has charged himself with them in his Voluntary Account.

35.

If, on issuing a Cask of Beef, Pork, or Suet, it should be found short of weight, or of tale of the Contents, the Captain will issue his Warrant to the Master, and to one or more of the Mates, to survey all the Casks of Salt Meat or Suet (being part of the same supply) opened after that time, and to report, under their hands, on every Cask, whether it exceeds, answers, or falls short of the contents marked on it, or of the full weight, according to the Form in the Appendix, No. 12; which Survey, one or more of the Surveying Officers are, when the whole of such supply shall have been expended or otherwise disposed of, to complete, by totalling the number of Pieces over and short by tale, and number of Pounds over and short by weight, and by certifying the quantities in words at length, in conformity with the Form before mentioned. The Purser is forthwith to make an entry, in his Particular Account of Provisions Returned, of the number of pieces of Beef and Pork, and Pounds of Suet, respectively, that may be so certified to be deficient, and to debit himself in his Particular Account of Provisions Received, with any excess, if it should appear by the certified Account that there has been any. He is to take care that these entries are duly inserted in the Quarterly Accounts for the time at which such deficiencies or excesses are ascertained, obtaining the Vouchers in Triplicate, and transmitting them to the Victualling Board, as directed by Article 50. Any irregularity in the Survey, such as omitting to insert every Cask of the same supply subsequently opened, and the marks and numbers upon them, or neglect in not ascertaining that it is duly inserted in the Log, will exclude him from any allowance for the same. But if the Salt Meat or Suet found short, either in tale or weight, shall have been received from a Contractor, he is, if he remain on the same station, by the earliest opportunity, fully to inform the Com-

Short Con-
tents of Salt
Meat--Direc-
tions relative
thereto.

If received
from a Con-
tractor, Pur-
ser to inform
the Victual-
ling Board.

missioners of the Victualling of the particulars of such deficiencies, acquainting the Contractor that he has so done.

36.

Vouchers of various descriptions to be obtained at the precise periods when the circumstances, to which they relate, occur.

As the Quarterly Accounts will be expected to contain all claims for Condemnations, Loans, Supplies, Short Contents of Beef, Pork, and Suet, Extra Issues, Losses, &c., that may have taken place during the Currency of each Quarter, and as the Captain is not to require the Purser to make any Loans, Supplies, or Extra Issues, except on his written orders to that effect, nor to withhold from him such Certificates as may be just for Losses sustained by accident, or embezzlement, at the precise time when such Loans, Issues, Extra Issues, &c., may have been made, or when such Losses may have been sustained, or Short Contents of Salt Meat and Suet ascertained and certified, it will be the peculiar duty of the Purser, previously to signing the Quarterly Accounts, to satisfy himself that they contain all the debits with which he should be charged, and all the credits of every kind to which he can lay claim, agreeably to the Certificate required to be signed by him at the bottom of his general Account of Provisions returned, and that the same have been duly entered in the Ship's Log-Book, which the Master is to allow him to inspect for that purpose when he may require it.

37.

Returns into Store—Statement to be sent with them specifying when and where they were received and when the warrantry will expire.

When the Ship shall be laid up, the Purser is to send his Steward, or some other careful Person, with the Provisions and Victualling Stores remaining on board, to see the safe delivery thereof, and to send to the Agent, or Officer, a particular Statement under his hand, of the Provisions and Stores returned, specifying the times when, and places from whence, they were received, and, if under warrantry, when the same will expire;

observing that unless such Statement be sent with them, no Receipt will be given to him for the same, nor any Credit be allowed to him beyond the extent which the Agent or Officer admits to have been received, nor will any allowance be made to him for any part thereof, if condemned by Survey after the expiration of warranty, unless they shall have been previously surveyed and found good as directed by Article 26.

38.

When loose Staves are returned into Store, the Purser will be allowed Credit for them, according to their description, as follows, viz.—

Loose Staves.
—Rates at
which he will
be allowed
credit for
Staves.

No. of Staves.		Length in Inches.	To be received as
22 . . .	} Not less than	55 as . . .	1 Leager.
20 . . .		48 „ . . .	1 Butt.
20 . . .		38 „ . . .	1 Puncheon.
19 . . .		34 „ . . .	1 Hogshead.
17 . . .		30 „ . . .	1 Barrel.
17 . . .		20 „ . . .	1 Half Hogshead.

2 pieces Heading to be received as 1 Barrel Stave.

39.

He is to avail himself of fit opportunities before he leaves any Port, to compare most carefully his Accounts of all the Returns which he has made to the Victualling Yards, more especially those of Casks, Staves, Hoops and Biscuit Bags, and correct them, if necessary, with the Accounts of the respective Agents and Storekeepers. And he is to take particular care that he never leaves any Port without having previously executed the necessary Vouchers for all the supplies which he has received.

Returns—To
compare his
Accounts of
them with the
Agent's ;

and not to
quit any Port
till he has
signed his
Vouchers.

BOOKS AND ACCOUNTS TO BE KEPT.

40.

Victualling
Book.

HE is to keep a Victualling Book, agreeably to the Form in the Appendix, No. 13, in which he is to insert the Names of all the Individuals borne upon the Ship's Books, together with their numbers thereon, the dates of their Appearances, Deaths, Deserctions, or Discharges, as well as all the Muster Letters, and Cheques, and the Notations respecting Cheques, and Re-appearances, which the Monthly Muster Books contain, never omitting, if chequed as Sick, the name of the Hospital or Place to which sent, and observing that the division of the Ship's Company, &c., into Lists in his Victualling Book, is always to correspond exactly with the divisions in the Ship's Books. This Book, together with the Slop Book which he is directed to keep by the 11th Article of the Slop Instructions, will enable him to vouch, by his signature, the Ship's Muster Books, Pay Books, the Tickets, Pay, and other Lists, for the Wages, or Discharge of any of the Men, which he is to consider it a part of his duty to do : and as this Book will form the ground-work of the calculations which he will be required to make for the statement of his Victualling Account, as hereafter directed, it will be incumbent upon him to keep it with every degree of attention and exactness, and to pay the most particular attention to all the notations made thereon for his government ; observing that the Widow's Men are never to be entered on this Book. Besides the Victualling Book, which he keeps for common use, he is to keep a complete fair copy thereof, which will be the document required to be transmitted with his Annual Accounts, and the

Fair Copy to
be sent with
his Annual
Accounts.

rough one kept for common use, will remain in his possession, for the purpose of making out a complete duplicate, if the fair one should be taken or lost. Both these Victualling Books he must produce for the inspection of the Captain when required to do so, in order that he may be satisfied that these Books are not running into arrear. He will be furnished by his Captain with a sufficient quantity of Victualling Paper for keeping these Books, and he is to observe, that no wasteful expenditure thereof will be allowed.

41.

He is to take notice that all the Lists in his Victualling Book, which include any part of the Ship's Complement, are to be signed by himself, but each List of Supernumeraries must be certified by the Captain at the foot thereof, agreeably to the Form in the Appendix, No. 11. B: and he is to be very particular in placing against the name of each Supernumerary, from whence he was received and where discharged.

Lists of Supernumeraries to be certified by the Captain.

42.

He is to keep and transmit to the Victualling Office, with his Accounts, a Number and Content Book, in which every Package of Provisions, &c., received by him for the use of the Ship from whatever source, is to be distinctly entered and accounted for as opened, expended, lent, condemned, lost, returned into Store, carried to his next Number and Content Book, or transferred to his Successor agreeably to the Form, in the Appendix, No. 14. In this Book each separate supply is to be totalled, for the purpose of shewing that it agrees exactly with the receipts granted for it.

Number and Content Book.

43.

Particular
Account of
Provisions
received and
returned.

He is to keep a Particular account of Provisions and Victualling Stores, of every description, Received and Returned, in exact conformity with the Form of the Quarterly Account in the Appendix, No. 5, in which he is to enter, most carefully, all such Receipts and Returns, so as to agree exactly with the Receipts and Vouchers which he may have respectively given and taken, at the precise time when they take place, and by which he must examine the Quarterly Accounts transmitted by the Captain before he signs them, and from which he will also be enabled to make out the General Account of Provisions and Victualling Stores, required by the 59th Article to be transmitted for the purpose of Passing his Accounts.

44.

Live Cattle
Account,
Hides, &c.

When Live Cattle are received and slaughtered on board, he is to keep an Account of their produce, as directed by the Form in the Appendix, No. 15, and to return the Hides, Skins, and Tallow, into Store, unless otherwise directed by the Captain to dispose of them.

ORDERS, SURVEYS, CERTIFICATES, &c., TO BE TAKEN.

45.

Survey on
Remains
when suc-
ceeding to
another Pur-
ser.

WHEN he receives an Appointment for any Ship not newly commissioned, but in the room of a former Purser, he is to make immediate application to his Captain for a Survey on the Provisions, Victualling Stores, Slops, Soap, Tobacco, Necessaries, &c., remaining on board ; and the Captain will forthwith procure

from the Commander-in-Chief, or Senior Officer, the requisite Order, directed to one Lieutenant, one Master, and one Purser, of any of His Majesty's Ships in Company ; but if no other Ship be present, the Captain will grant it himself, directed to one of the Lieutenants, the Master, and a Mate. The Purser is to attend the survey himself, to take care that it be taken by the Surveying Officers, in exact conformity with the Form prescribed for it in the Appendix, No. 16, and immediately transmit one of the original Reports of Survey, or an exact Copy thereof, attested by his Captain, to the Commissioners for Victualling His Majesty's Navy ; taking care that the Surveyor's Report, in all cases of Surveys on Provisions and Victualling Stores, must be noticed in the Log Book, by inserting therein the quantity of each Article, with any observation that may appear necessary.

46.

If any of the Provisions prove defective, he is to make the necessary application for a Survey on the same, and at the time of Survey to furnish the Surveying Officers with all the information relative to the Provisions which the Form of the Reports they are to render requires. He is to prepare three Reports according to the Form in the Appendix, No. 17, for the Signature of the Surveying Officers, one of which (and which, in this as well as in all other cases of Survey, will be the document he is to transmit with his Accounts) is to be on the back of the Order for the Survey, and he will be held responsible for the correctness of the Form of the Reports prescribed, or to represent to his Captain if any impediment thereto be interposed.

Defective Provisions.—
Three Reports to be always obtained.

47.

When any considerable leakage of Beer takes place, the Captain will direct the Master and Mates to survey the same,

Leakage of Beer.

and report thereon, agreeably to the Form in the Appendix, No. 18.

48.

Losses of
Provisions
to be inserted
in the Log
Book, &c.

If any loss of Provisions, or Victualling Stores, shall happen, either by action with the Enemy, through the misconduct or negligence of any Officer, by malice, or carelessness in taking them into, or returning them from the Ship, or by any unavoidable accident, or be embezzled by any person belonging to the Ship, the same is to be inserted and particularly described in the Log Book, and also entered in the Purser's Particular Account of Provisions Returned, and in the Quarterly Account. In cases of Loss, he is to procure a Certificate from the Captain, a Lieutenant, and the Master, stating the particulars of what was so lost, and the cause thereof, that it did not happen through the neglect or default of any person whatever, and that no part of what was so lost could possibly have been saved: And in cases of embezzlement, or loss by malice, misconduct, or carelessness, the Captain will grant him a Certificate, stating the particulars of the fact, the names, and numbers on the Ship's Books of the Offenders; and that the value of the Articles embezzled, or negligently or wantonly lost, have been charged against them at the Debt prices prescribed by Article 29, at which prices all Imprests against Officers made on Account of increased or unauthorized expenditure, &c. of Provisions will also be charged.

49.

Loans of
Provisions.

Whenever it shall be necessary to lend Provisions or Victualling Stores to any of His Majesty's Ships, he is to obtain the Captain's Warrant for so doing, and to procure the Purser's Receipts for the quantities so supplied, taking care to inform the Purser when the warranty will expire, and when, and from whom,

the same were received; all which is to be expressed in the Receipts which he takes: and should he be ordered to furnish Supplies to a Foreign Ship of War, or to a Merchant Ship, he is not only to take the Captain's or Master's Receipts as above directed, but also in the case of Merchant Ships, to cause the Master to insert in each Receipt, the names and residences of the Owners, that they may be applied to for payment of the value.

If supplied to a Merchant Ship, names & residences of the Owners to be obtained.

50.

All Reports of Survey of whatever description; all Vouchers for Purchases of Provisions and Victualling Stores, and Savings of Provisions; and all Receipts for Supplies to His Majesty's Ships, to Merchant Ships, or otherwise, are to be taken by the Purser, if possible, in Triplicate. One of these documents, with a proper Letter of Advice, he is to transmit, by the very first opportunity, to the Commissioners for Victualling His Majesty's Navy: and if he fails to transmit these Surveys, Vouchers, and Receipts, and the Contractors or other individuals liable to the Crown should become insolvent, he will not be allowed credit for such condemnations or supplies, on the passing of his Accounts. A second of each of these documents accompanied by the Captain's original Order will be considered as indispensable Vouchers to, and must be transmitted with his Victualling Accounts; and the third is to be retained in his possession after his Accounts shall have been sent to the Victualling Office, in case the loss of them, or any other unforeseen circumstances, should require its production. He is also to be very particular when a Survey is taken at an established Victualling Port in England for closing his Accounts, to give written notice to the Agent Victualler, of the day on which such Survey has been held.

Triplicate Documents to be taken if possible in all cases.

Directions for transmitting them.

51.

Attested Copies of Document. Directions in that behalf.

Of all such Orders, Reports of Survey, Certificates, Receipts for Supplies, and other documents necessary for passing his Accounts, which it may not be practicable for him to obtain in Triplicate, he is immediately, on receiving the same, to make out two fair copies, and to present them for the attestation of his Captain, that they may be transmitted as directed in the preceding Article; and he is to observe that when the first of these documents is transmitted, he is to note on each of the two remaining in his possession, the time when, and by what conveyance the original was sent, and also on the one which is to remain ultimately in his possession, the same particulars relative to the transmission of the second.

52.

Purser's Victualling Account, Directions for closing it.

When he shall have an Account due for Twelve Calendar Months, or upwards, or when he shall quit his Ship, he is to make immediate application to his Captain for a Survey on the Remains of Provisions and Victualling Stores, and as soon as the Survey is taken, he is to make up and transmit his Accounts. The Survey is to be taken as directed in Article 45, and in all cases when circumstances may unavoidably prevent the Surveying Officers from distinctly seeing the Provisions and Stores remaining, he is not only from his Number and Content Book and the personal information and explanation of himself and his Steward, to afford them all possible assistance for making correct Reports agreeably to the Form prescribed, but he is to subscribe such notation of the personal information and explanation afforded by him on these emergencies, as the Surveying Officers may think it just to make at the foot of the Reports.

53.

If the Ship shall be ordered to be completed for Service likely to occasion her long absence from Port, at any time after his Account shall be due for Ten Calendar Months, he is to make the necessary application for a Survey before the Ship's Provisions and Victualling Stores are completed, and to make up and transmit his Accounts, for such period, in the same manner as if Twelve Calendar Months had actually expired.

When ordered on Foreign Service Account may be made up after 10 Calendar Months.

54.

The Law Officers of the Crown being of opinion that neither the Sureties of the Pursers who die, desert, or are dismissed from the Service, nor even their own Estates, are liable for any Balances that may appear to be due to the Crown on the Settlement of their Accounts, in cases when Surveys on the Remains are not taken immediately after the death, desertion, or dismissal of the party, the following course is to be pursued in such cases, as well as when a Purser is invalided. If the vacancy should take place while the Ship is in Port, or at Sea in company with other Ships, the Captain is, *without any delay*, to make application to the Senior Officer for the appointment of a Successor, and a Survey will be ordered in the usual way. But if the Ship should be at Sea and not in company with other Ships, the Survey is to be ordered by her Captain to be taken by a Lieutenant, the Master, and a Mate, and a strict and conscientious Report is to be made upon the quantity and number of every Article of Provisions and Purser's Stores; and also upon the value, according to the best of the Judgment of the Surveying Officers, of the Necessaries remaining on board. The Captain is forthwith to appoint his Clerk, or some other competent Person, to perform the Purser's duty till a Successor is appointed, and the Person performing the duty will, on passing his Accounts

Death, Desertion, or Dismissal of the Purser. Course to be pursued.

in the Victualling Office, be allowed such consideration for his trouble, as the Commissioners shall deem just. Every Book and Paper relating to the Accounts of a Purser who has died or deserted (such Extracts from the particular Accounts of Provisions received and returned, and the Number and Content Book, as may be necessary for the future execution of the duty, being previously made) is to be carefully collected and sealed up in a packet by the Captain's Clerk and Steward, in the presence of the Captain, and transmitted by him, by the first safe opportunity, to the Commissioners for Victualling His Majesty's Navy, accompanied by a Letter of Advice, a duplicate of which Letter is to be sent by the first opportunity that occurs.

COMPLETION AND TRANSMISSION OF ACCOUNTS.

55.

Victualling
Book to be
made up as
soon as the
Survey on
Remains
shall have
been taken.

As soon as the Survey on the Remains of Provisions and Pursery Stores shall have been taken, as directed in Article 45, he is to proceed to complete, in his Victualling Book, all the Appearances, Muster Letters, Cheques, and Re-appearances; as well as all the Deaths, Desertions, and Discharges that may have taken place since his last comparison with the Captain's Clerk at the time of making up the last Monthly Muster Book, as directed upon the Form of the Victualling Book, up to the day on which the Survey was held; and he is to discharge, on the same day, all the names that will remain quite open, as well as those that stand chequed, or sick, upon the old Victualling Book, into the new Victualling Book, which he must open on the succeeding day, for his next Account.

56.

After having made the comparison, and signed the Certificate, with the Captain's Clerk, directed in the Form of the Victualling Book, he is to cast out, against each person's name, in the three columns of his rough and fair Victualling Books, appropriated for that purpose, the total number of days that each individual may have been Chequed, Sick, and Borne, including in the latter column the total number of days from the day of appearance, to the day of final discharge on the Victualling Book. The three columns are to be carefully totalled at the foot of each folio, and the totals of each folio carried to the abstract of totals which it will be requisite to make at the end of each List of the Ship's Company, Boys, and Marines, of Supernumeraries for Wages and Victuals, of Supernumeraries for Victuals only, and of Prisoners, respectively, for the purpose of forming a general abstract of Totals, as required by the succeeding Article.

Victualling
Book, Direc-
tions relative
to closing it.

57.

From the aggregate numbers appearing as Chequed, Sick, and Borne, upon each of the Lists enumerated in the preceding Article, the Purser is, towards the end of his Victualling Book, to make out a general Abstract, agreeably to the form in the Appendix, No. 19, which, after deduction of Cheques, will exhibit the exact number of days on which his calculations are to be made for the proportions of Provisions, Casks, Hoops, and Biscuit Bags, for the number of Persons victualled, and also for Necessary Money for the Complement, and Extra Necessary Money for Supernumeraries: And as the accuracy of most of these calculations will entirely depend upon the correctness with which the Victualling Book is kept, the number of days checked and victualled cast, the totals made, and the several

General Ab-
stract of Vic-
tualling Book
to be made.

Abstracts of these formed, it will be incumbent upon him to give the strictest care and attention thereto.

58.

The Live Cattle Account to be made up for the whole period of the Victualling Account.

The General Account of Live Cattle received, and slaughtered, which the Purser is required to render with his Accounts, is not to be made out, in separate Quarters, (for Form of which see Appendix, No. 15,) but for the whole period of his Account, and to be totalled at foot; and he is to enter into the Columns for Fresh Meat the exact number of Pounds, which it shall appear by his Live Cattle Account that the Cattle slaughtered on board have produced; and into the Columns for Suet, Tallow, and Hides, the quantities or number of each which may have been yielded.

59.

General Account of Provisions Received and Returned, how to be made out.

The General Account of Provisions and Victualling Stores Received, and Returned, which he will be required to render into Office, for passing his Accounts, is to be made out agreeably to the Forms, No. 20, A. and B., and which will agree with the Particular Account required to be kept by the 43rd Article of these Instructions, except that, in order to facilitate the examination of his Accounts, with those received from the regular established Victualling Ports *at Home*, the Supplies received from each or any of those Ports are to be inserted Quarterly, and not according to the respective Receipts and Vouchers given and taken for the same, and both sides of the Account are then to be totalled at foot, as shewn on the Forms before referred to.

60.

How to total and balance the General Account, & convert the Substitutes.

After the General Account is totalled, he is to bring the total of the Credit side of the Account, after conversion of the Staves, (as shewn on the Form of the Statement, No. 21, in the Appendix,) to the Debtor side, and to deduct it from the

total received, and then to convert the several species of Provisions which have been supplied or issued, as substitutes, into the species for which they may have been substituted, as shewn upon the Forms, No. 20, A. and B., by drawing his Pen distinctly through, but not obliterating the totals of such Articles at the foot of the Account, and inserting in the columns for which such Articles were supplied as substitutes, the respective quantities of the Articles to which they are equivalent, as shewn in Article 30. A new total must then be made, which will shew the quantities of each species with which he must stand charged, in the Statement of his Victualling Account. The manner in which the conversion is to be made, is distinctly shewn on the Form of the General Account in the Appendix No. 20, A. Both parts of the General Account are to be sewed together, when complete, that the Affidavit required to them may distinctly apply to both.

61.

Having completed, according to the directions already given, his Victualling Book, and General Account of Provisions Received and Returned, which are the chief Documents on which the Statement of his Account is to be formed, he is to make out the Statement itself, agreeably to the Form in the Appendix, No. 21. The DEBTOR side of this Account must contain the total of each species of Provisions, Victualling Stores, Soap, Tobacco, Necessary Money, &c., received by him, during the currency of the Account, brought from the total of the Debtor side of his General Account, after abatement of all his Credits, and after due conversion of all the Substitutes. The CREDIT side of the Statement must contain,

1st. The Victualling for a day, on all Species, except Meat, Flour, and Peas, for the number of Persons appearing by the General Abstract to the Victualling Book (Form in the Ap-

pendix, No. 19,) to have been victualled on board, as well as his allowance for Waste of Casks, Hoops, and Bags. 2nd. The number of Persons victualled for a day on Fresh Meat, and Vegetables. 3rd. The number of Persons victualled for a day on Salt Meat, Flour, and Peas. 4th. The Allowance of One-Eighth, under the head Waste made to him by Article 4. 5th. Necessary Money for the Complement. 6th. Necessary Money for Supernumeraries exceeding the number short of the Complement, and other Credits, as shewn in Form of the Appendix, No. 21; adding also such Claims as he may be entitled to for Necessary Money for Tenders: and for Top, Poop, and Convoy Lights. The Credit side must then be totalled, and both sides of the Account must be made to balance exactly, by adding to each Item on the one side of the Account, as much of each Article as may be required to make it agree precisely with the quantity contained in the corresponding Column on the other side. The quantities required to be added to the Debtor side of the Account will shew the Surplus of each Article to which the Purser is entitled, or his Credit. The quantities that are added to the Credit side will shew his deficiency or Debt. Both sides are to be then finally totalled, and will consequently perfectly correspond. On the back of the Form in the Appendix, No. 21, the manner of casting the proportions for the number victualled, is distinctly shewn.

62.

Cause of Debt
or excessive
Credit to be
explained.

When it shall appear by the Purser's Statement of his own Account that he is in Debt for any Article of Provisions, &c., he is to transmit with the Statement the most satisfactory explanation that he can afford, as to the cause of such deficiency: and when he may appear to have a Credit of any species of Provisions exceeding his allowance for Eighths, he is to send

with his Statement a similar explanation as to the cause of such extraordinary Credit.

63.

If the Purser should prove in Debt on the final balance of the Account after being cast into Money, and if his explanation as to the cause of the deficiencies which occasioned that Debt be deemed satisfactory, and the Amount be moderate, it will be carried to his next Account, should he continue in employment ; otherwise he will be immediately called upon for payment, or his Sureties in case of his failure. If he shall be in Debt to any considerable Amount, on his succeeding Account, without transmitting with it satisfactory explanation, his Sureties will be immediately called upon for payment, and he will be considered as undeserving of employment in a Ship of a large class. And if he should be in Debt on a third Account, without transmitting with it the most satisfactory explanation, accompanied by the most unequivocal testimony of his Captain, as to the correctness, attention, and integrity of his conduct, his Sureties will not only be called upon for immediate payment of the Debt, or the Penalty of their Bond, as the case may require, but he will be superseded in his Ship, and be held unworthy of further employment in the Naval Service : and he is to observe, that in no case will he be placed on the Half-Pay List, until he shall have delivered his last Accounts into Office, nor even then, if he should appear in Debt thereon, or if he should be previously in Debt to the Department, until such Debt or Debts be discharged.

64.

If any Provisions or Victualling Stores shall have been purchased by him during the period of his Account for the use of the Ship, or if he shall have drawn for or have received any

Account Current and Affidavit to disbursements, &c., to be sent with Victualling Account.

Necessary Money, or have made any payments to the Ship's Company for provisions saved out of their daily allowance, or short allowed to them, he is, with special reference to Article 3, to transmit, with his other papers, to the Victualling Office, an Account Current and Affidavit, of all his Disbursements for such Purchases and payments, agreeably to the Form in the Appendix, No. 22.

65.

Account of
Tobacco and
Soap issued
to be also
sent.

He is to transmit with his Accounts, agreeably to the Form in the Appendix, No. 23, a Certified Account of the quantity of Tobacco and Soap issued by him to the Ship's Company, from the commencement to the termination of each Account that he delivers into Office, in order that it may be ascertained whether the quantity taken credit for in his General Statement be correct, and how far the quantity issued, and the quantity that may appear to remain on Survey at the close of the Account, correspond with the quantity that remained on his charge at the commencement of his Account, and what may have been subsequently received.

66.

Duplicate set
of Accounts
in case the
original
should be
lost.

In addition to the Triplicate Vouchers and attested Copies referred to in the preceding Articles of his Instructions, he is positively required always to retain in his own possession such other sufficient Documents as may be necessary to enable him to make up a Duplicate set of his Accounts, if the Originals should be captured or lost; and in the event of his being at any time reduced to that necessity, he is to prepare and transmit a second set of Books and Accounts from those retained in his possession, which he is still to preserve for the purpose of being delivered into Office, if the Duplicate should not be received.

67.

When he is removed from one Ship to another, or invalidated or discharged, or in the event of his being dismissed from the Service, he is to complete all his Papers, and make up his Accounts to the time when he may be so removed, invalidated, discharged, or dismissed, precisely on the same principle as directed by these Instructions, if his Annual Account should have become due; and he is to transmit them to the Victualling Board within one Month, unless he should be on a Foreign Station, and circumstances should require his leaving it before that time, in which case he will be called upon by the Commander-in-Chief or Senior Officer, to deliver to him a declaration under his hand to that effect, agreeably to the Form in the Appendix, No. 24, with which he is hereby directed to comply. But Commanding Officers, having charge of Purser's Stores, are to observe that the last Monthly Muster Book, and Quarterly Account, will never be dispensed with by the Senior Officer, as no means will remain to the Party for producing them when he quits the Station.

Purser to make up his Accounts to the day on which he may be invalidated or discharged;

and to transmit them within one Month afterwards.

68.

Having prepared all his Accounts in the manner already directed, (and which will consist of the Books and Papers enumerated in the List in the Appendix, No. 25,) and having made the requisite Affidavit thereto, he is within one Month at the farthest after the date of the Survey, to pack them carefully up, and to address them to the Commissioners for Victualling His Majesty's Navy, London, and not to any private Agent. On the left hand lower corner of the Package he is to write distinctly the Name of the Ship with the words "Purser's Accounts from the
to the
" (inserting the proper dates), and to forward them by a safe Conveyance to

Accounts to be sent to the Victualling Board, and not to a private Agent.

If on a Foreign Station to be delivered to Naval Storekeeper, and Receipt obtained for them.

London. But if he be employed on a Foreign Station, he is to deliver them to the Naval Storekeeper at the Port where he may be, for transmission, who will grant him a Receipt for the same. But as the Commander-in-Chief or Senior Officer will occasionally direct public Accounts and Papers to be sent on board the Flag Ship, or some Ship of War destined to England when proper opportunities occur, he must in such case deliver them according to such order, and the Commander-in-Chief or Senior Officer will direct a Receipt to be given to him from the Ship to which they may be sent. He is to obtain from his Captain two certified Copies of such Receipt, and to send one of them by the first opportunity, to the Commissioners for Victualling His Majesty's Navy, in a Letter, advising them of his Accounts having been closed and forwarded. The second is to be sent by the next safe opportunity, and the third is to be retained in his possession like the other Triplicate Documents.

MISCELLANEOUS.

69.

No charge will be allowed in Purser's Accounts for Storehouse Room.

Craft and Boats to be hired only in cases of indispensable necessity.

HE is to take notice that in receiving Provisions and Victualling Stores there will not be allowed in his Accounts any Charge for Storehouse-Room, nor for Commission (except as specified in Article 8.) And Craft and Boats are never to be hired but upon indispensable necessity, when he is to have his Captain's Order for so doing, stating the service to be performed, and why the Ship's Boats are not equal to it ; and he is further to produce a Certificate from the Captain, a Lieutenant, and the Master, specifying the necessity of their being hired, the time employed, the service actually performed, and that it could not

be performed in less time ; taking care likewise that the service so performed, be duly entered in the Log Book, so as to correspond with the Certificate.

70.

Whenever the other duties of the Ship will admit, the Captain will, on his application, allow the Ship's Boats to be employed in conveying on board the Necessaries and other Stores belonging to him, and not subject him to the expense of hiring Boats for such purposes, when it may, without actual inconvenience to the Service, be prevented.

Ship's Boats will be allowed for getting on board Purser's Stores.

71.

Whenever his Captain shall be desirous of passing his Accounts, or when the Captain or himself shall be removed from the Ship, he is to give the Captain a Certificate in the Form prescribed in the Appendix, No. 26, unless circumstances shall have occurred to render it improper, in which case the Purser is immediately to represent the same by Letter to the Commissioners of the Victualling.

Certificate to be granted to the Captain.

72.

He is, on every occasion, to present his Accounts and Papers to his Captain, in sufficient time to enable him to examine them minutely, before signing them.

Presentation of Accounts for Captain's signature.

73.

In case of the loss of the Ship, he is to use his utmost endeavours to preserve all his Books, Papers, and Accounts, but more especially his Victualling and Slop Books, so that the Pay Books may be made out, and the defalcations set off therefrom, in the event of the Captain's Slop and Muster Books being lost.

In case of the loss of the Ship—Injunction for preserving his Books and Accounts.

74.

Complaints
to be made to
the Victual-
ling Board be-
fore Payment
of the Ship.

If he has any cause of complaint against any Officer of the Ship in relation to the disposition of the Provisions and Stores under his charge, he is to represent the same to the Victualling Board, before the Payment of the Ship, in order to their applying to the Lords Commissioners of the Admiralty, to do right between His Majesty, himself, and such Officer, before that Officer receives his Pay.

75.

Importance
of strict at-
tention to his
duties.

The eligibility of Pursers for Ships of high Rates, or their fitness for other employment in the Naval Service, will not fail to be appreciated by the degree of attention, accuracy, and regularity, with which they may be reported by the Victualling Board to have kept and rendered their Public Accounts.

INSTRUCTIONS
RELATIVE TO
MONTHLY PAYMENT OF WAGES,
SLOP CLOTHING, BEDS,
AND RELIGIOUS BOOKS.
&c., &c.

MONTHLY PAYMENT OF WAGES.

1.

It being enacted by the Act 6 Geo. 4th, Cap. 18. (No. 37 in the Appendix) that a portion of the pay actually due to such of the Warrant and Petty Officers of His Majesty's Ships and Vessels in Commission as are not entitled to draw Bills, and to the Seamen, Non-commissioned Officers, and Privates of Marines, and Boys, who shall be desirous of receiving the same, may be issued and paid to them in such proportions per Month, to such amount, and according to such rate as shall be ordered by His Majesty in Council, such payment to be made in any Port Abroad, or at Home, at the expiration of every Month, or as soon after as the necessity and convenience of the Service will admit, with Cash obtained on Bills drawn by the Pursers at three days' sight, upon the Commissioners of the Navy : And it being directed by His Majesty's Order in Council of the 5th July, 1825, that the proportion of Wages to be paid, shall be Four Shillings a Month to Men, and Two Shillings to Boys, and to be paid when practicable in British Silver Coin, the value thereof to be fixed in British Money, according to its contents in Standard Silver, estimating such Standard Silver at Five Shillings and Two Pence per Ounce :—

The Purser is to make payment of the said Monthly allowance in the manner and under the Regulations prescribed by the said Act, and at the rates fixed by Order in Council, observing with reference to the 5th Section of the Act, that the sums paid be charged against the respective Men on the Ship's Books, in the

same manner as Slops are charged, and that the Purser, on making out his Slop and Bed Lists, is in an additional column (as shewn in the Forms Nos. 30 and 31 in the Appendix) to insert the sums paid to the respective parties within the periods those Lists comprise.

The Payments are to be made in British Silver Coin when such can be procured, and when it cannot, the Purser is to pay the Men in Foreign Coin, according to the value specified in the Table No. 6 F. in the Appendix to the Victualling Instructions; but, when neither British Coin nor Foreign Coin of the descriptions specified in the said Table can be obtained, the Purser is to make the Payments as nearly as possible, according to the principle on which the said Table has been formed.

The Bills for these Payments are to be drawn as directed by the before-mentioned Act, and the 17th Article of the Commander-in-Chief's Instructions, Page 27, and the Purser is to debit or credit himself with any difference between the terms on which he takes up the Money, and those on which he pays it away.

SLOPS, BEDS, AND RELIGIOUS BOOKS.

2.

Slop Clothes
and Bedding.
How to de-
mand them.

WHEN the Ship is fitting for Sea, and at any future time when Slops and Bedding may be required for the use of the Crew, the Purser (who is to have the charge of the Slop Clothes, Religious Books, and Bedding) shall, with the approval of his Captain, demand the proportion of those Articles from the Storekeeper or Naval Officer at the Port where she is, agreeably to the Establishment in the Form No. 27 in the Appendix, and shall use all due expedition in getting them on board.

3.

He is never to purchase any Slop Clothes or Bedding at Ports where there is a Naval Officer or Storekeeper, nor at any other places, except in case of absolute necessity, but when such a measure becomes indispensable, each species is to be obtained of the kind as near as possible to that issued from His Majesty's Stores: Previously to such purchase he must obtain his Captain's authority for the same, and take triplicate Vouchers in exact conformity to the Forms in the Appendix, No. 28. One set of these Vouchers, in which it is provided that Ten per Cent. shall be added to the amount of the purchase, (at which increased rate the Slops or Bedding are to be issued to the Ship's Company) is to be sent by the Purser to the Commissioners of His Majesty's Navy by the first safe conveyance, the second by the next good opportunity, and the third to be retained in his own possession, to be produced, if necessary, on passing his Accounts.

When and
how to be
purchased.

Vouchers to
be taken; and
how trans-
mitted.

4.

All new raised men, who may appear to be in want of Slops or Bedding, are to be supplied therewith according to their necessities, but not exceeding in the whole the amount of Two Months' wages to any one person. Care, however, is to be taken that the pressed men are not supplied with any thing more than is absolutely necessary to keep them clean, and protected from the weather.

How to sup-
ply new
raised Men.

5.

No Men are to receive a second supply until they shall have served full Two Months, and then not above the value of Fourteen Shillings, and every Two Months afterwards they may be supplied to the value of Fourteen Shillings more.

The extent
of succeeding
Supplies.

6.

Lists to be
sent of Men
raised when
removed from
one Ship into
another.

Directions
respecting
such List.

When any Men raised for His Majesty's Service, and borne on board a Ship or Vessel for Victuals only, are removed from her into any other Ship or Vessel, a List signed by the Captain and Purser, is to be sent with them, containing the names, whether Volunteers or Pressed, and the times of their being respectively entered for His Majesty's Service, from which times they are to be borne for Wages upon the Books of any Ship or Vessel in which they shall serve as part of the complement; and particular care is to be taken to set off upon such List the value of all Slop Clothes, Bedding, &c., that may have been supplied to, as well as other Charges incurred by, any of the Men contained therein, upon pain of its being deducted from the wages of any Captain who shall fail to have the same duly set off; and the Captain of every Ship or Vessel, into which any such men are removed, is to take care that a List, agreeably to what is above prescribed, be received with them, for which he is to return a Receipt, and (whether he receives them as Supernumeraries, or as part of his Complement) he is carefully to note on his Books from what Ship or Vessel they came, the times of their first entry into the Service, and of their appearance on board his Ship, and to charge against their names the value of the Slops, Bedding, &c., also the amount of other Charges set off upon the said list; but if any such Supernumeraries shall be Dsqd., Die, or Desert, or be discharged from the Service, whilst they are borne for Victuals only, they shall then be considered as having been borne for Wages as well as Victuals, and their names be accordingly entered upon the Pay Books.

7.

Vouchers for
Loans from
one Ship to
another.

Whenever it shall be found necessary to lend Slop Clothes or Bedding, the Purser shall procure triplicate Receipts for the

same, describing the quantity and price of each particular species, which are to be transmitted to the Commissioners of His Majesty's Navy, as directed with respect to Vouchers for purchases in Article 2, observing that his Captain's order for the loan will be required as an indispensable Voucher for passing his Account.

8.

When any one dies on board, or deserts, his Clothes and other Effects in the Ship may be sold by auction, and the produce thereof shall be charged against the Buyers on the Muster and Pay-Books, and other documents for pay; also a distinct account kept of the same in the Slop-Book, expressing the name and number of the person that died or deserted, the particulars of the effects, the rates at which they were sold, and the names of the buyers, with their numbers on the books. In the case of Dead Men, the Purser shall make out and sign a bill of the Clothes and other effects so sold, according to the Form No. 29, which being also signed by the Captain, Senior Lieutenant, and Master, is to be transmitted by him to the Navy Office, with or at the back of the Ticket for the Wages of the deceased. In the case of Run Men, the Purser, if continuing in the Ship until Pay-Books for the time of the sales are made out, and if otherwise, the Captain shall on one or more of the last sheets of each Book insert the full particulars of the Run Men's Effects sold during the time of the Pay-Books.

Directions to be observed with regard to the Clothes and Effects of Persons dying.

9.

No Seamen shall be permitted to bid for the Clothes of deceased Officers, that are above their wear, nor be suffered to bid for any Effects beyond their real value, according to the judgment of the Master or Purser, who shall be present; nor

Seamen nor to bid for deceased Officers' Clothes;

Other restrictions.

to purchase more than the wages due to them can answer, agreeably to the allowance of Slop Clothes: nor shall any Commission Officer of Royal Marines, or Royal Marine Artillery, Pilot, or Person not borne for Wages on the Ship's Books, be allowed to purchase Dead or Run Men's effects; excepting on the condition of immediately paying for the same to the Captain, who in such case shall place on the Ship's Muster, Slop, and Pay-Books, the sum for which such effects may be sold, as a charge against his own pay.

10.

Slops and Beds, and Dead and Run Men's Clothes, &c. to be issued publicly on Deck.

All Slop Clothes, Bedding, and Dead and Run Men's Effects, are to be issued out to the men publicly upon deck in the presence of the Officers and Ship's Company. The Captain is not to suffer any one to be supplied with them, who is not really in want; so he is to oblige those who are ragged, or in want of apparel or bedding, to receive such necessities as they want, not exceeding the quantity mentioned in the 3rd and 4th Articles: and the Captain is not to permit any Slop Clothes or Bedding to be issued to a Commission Officer of Royal Marines, or Royal Marine Artillery, or Pilot, with the exception of what is allowed the Pilot.

11.

Directions for inserting in the Muster Books, &c. the value of Clothes, &c. supplied to each Man;

The Captain is to take care to note upon the Muster-Books, Pay-Books, Pay-Lists, and Tickets, the value of the Slop Clothes, Bedding, Religious Books, Soap, and Tobacco, Dead and Run Men's Effects, that each man may have been supplied with, also all other charges incurred by him, and notations affecting his Wages, as the Captain will be held responsible for every omission or inaccuracy. He is likewise to keep a complete Slop-Book, agreeably to the Form in the Appendix No. 30,

and how to form the Slop Book.

shewing under the name of each man the particulars of the Slop Clothes, Bedding, Religious Books, Dead and Run Men's Clothes, and Soap, and Tobacco, issued to him, the exact dates of the several issues, and their separate and total values. Such Book, with those of his predecessors, if any, he is, if superseded, to deliver to his Successor, taking his Receipt for the same, or if paid off, to the Commissioner attending the payment, for transmission to the Navy Board. On passing an Annual or final Account, he is to furnish a Slop-Book, shewing the full particulars and total amount of the issues to each individual during the time of the Account, according to the Form No. 30, and signed by himself and the other signing Officers of the Ship. The Purser is to keep a Book in the same form, for the purpose of enabling him to attest the Ship's Pay-Books, Muster-Books, Lists, and Tickets, and to make out the Slop, Bed, Religious Books, Soap, and Tobacco Lists, agreeably to the Forms Nos. 31 and 32, necessary for passing his Accounts.

12.

Upon the death or removal of a Purser, the Officers who survey the Provisions and Victualling Stores, shall also take a separate Survey and Account of the remains of Slop Clothes, Bedding, and Religious Books, and certify the same under their hands in the Form No. 33, to be produced with the other Papers necessary for passing the Purser's Accounts; and also a copy thereof shall be entered in the Slop-Book, and signed by the Officers who took the Survey.

Survey of
Slop Clothes,
&c., to be
taken on the
Death or re-
moval of a
Purser.

13.

Upon every occasion of the Payment of the Ship, the Purser is to transmit to the Navy Board, Lists of the Names of all Persons to whom Slops, Bedding, Religious Books, Soap and

Lists to
be sent on
Payment of
the Ship.

Account
Current and
Voluntary
charge :—
when to be
transmitted.

Tobacco have been issued, since the preceding payment of the Ship, according to the Forms Nos. 31 and 32, *viz.*, one List containing the Names of all the Men to whom Slops, and Beds, and Religious Books have been issued, and another List of those to whom Soap and Tobacco have been issued, distinctly shewing the total amount of the Articles supplied to each, and taking care that the respective amounts, credited in his Slop Account Current, correspond with the several amounts in the former List. The Account Current, together with a Voluntary charge, agreeably to the Form No. 34, to be attested by him upon Oath as mentioned in the said Form, a Report of Survey of Remains, and such other documents as may be required to substantiate his Accounts, are to be transmitted to the Commissioners of the Navy on the 31st December in each year, or as soon after as an opportunity may offer. And in closing the said Account Current, the Purser is to take Credit for such Issues as may have been made between the last payment of the Ship and the date of the Survey, of which Issues a Certificate is to be produced agreeably to the Form No. 35, observing that the total amount of such Issues and of the Remains on Survey, is to form the first Charge of his succeeding Account Current.

And in the event of the Ship being paid off and re-commissioned, the Purser is also to send in his Slop Accounts agreeably to the Forms herein mentioned.

14.

How to proceed with regard to Slop Clothes, &c., at the end of the Voyage.

At the end of the Voyage, and before the payment of the Ship, the Purser shall return into Store such of the Slops, Bedding, and Religious Books, as remained unissued, and forthwith render a just and true Account of all the Slops, Bedding, and Religious Books that have been committed to his Charge,

and of which he may not already have given an Account. But he will not be allowed Credit for Slop Clothes or Bedding, returned as unserviceable, unless he produces a condemnation of them upon Survey, certified under the hands of the Senior Lieutenant, Master, and Boatswain; and therein shall be expressed the time when, and the place where, the Slops were taken on board, and also the cause of their damage, together with an Affidavit agreeably to the Form No. 36, in the Appendix; nor shall he be allowed Credit for any unserviceable Slops thrown overboard; for whatever unserviceable Slops may arise are to be carefully packed up and preserved, that they may be returned into Store.

15.

When Soldiers are serving on board any Ship in lieu of Marines, the Purser is to obtain separate Bills in Triplicate for any Slops, Soap or Tobacco, that may have been issued to them, from the Commander of the Detachment, on the Agent of the Regiment; the one made payable to the Commissioners of the Navy, or their order, for the Slops, and the other made payable to the Commissioners of the Victualling, or their order, for the Soap and Tobacco; each Bill to be accompanied by Lists of the Soldiers, containing the whole amount of the Slops in the one case, and of the Soap and Tobacco in the other case, respectively supplied to each Man: these Lists (which are to be taken in Triplicate) shewing the total value, are to be signed by the Captain of the Ship, the Commanding Officer of the Detachment, and the Purser; one set of which, together with one of the Bills, the Purser is to transmit to the said Commissioners of the Navy and Victualling respectively by the first opportunity, and a second set, with another of the Bills by another fit opportunity; and although Soldiers never pay for

How to proceed when Soldiers are serving on board in lieu of Marines.

Beds, if any have been issued to them, a separate List signed as above shall be transmitted to the Navy Board, in order to clear the Purser, and to remain as a document in the Navy Office.

16.

Slop Accounts to be kept and sent separate from the Victualling Accounts.

As the Purser's Slop Accounts are examined and passed at the Navy Office, he is to be careful that the Surveys on Slops, and all other documents relating to those Accounts, are kept separate and distinct from the documents relating to his Victualling Accounts; and in the transmission thereof, he is, in order to guard against their being lost or mislaid, to put them under cover addressed to the Commissioners of the Navy, and to cause them to be forwarded with the first Muster Books that may be afterwards due from the Ship.

17.

Allowance to the Purser.

For the careful custody of the Slop Clothes, and Bedding, and for the faithful discharge of this part of his duty, the Purser will be allowed at the final settlement of his Slop Account, One Shilling in the Pound on the amount of the Slop Clothes and Bedding issued by him, excepting on those issued to Supernumeraries for Victuals only discharged to other Ships, and on those which shall appear to have been purchased by the direction of his Captain. He will also be allowed One Shilling in the Pound on the amount of Dead and Run Men's Clothes and Effects sold on board, which will be deducted from the amount of such Clothes Bills on the Pay Books of the Ship.

18.

The Religious Books furnished gratis for the use of His Majesty's Ship's and Vessels are, under the authority of the

Captain or Commanding Officer, to be demanded by and placed in charge of the Purser, in sufficient quantities for being issued, in the following proportion, *viz.*, One Copy of the New Testament, two Common Prayer Books, and two Psalters to each Mess, composed of eight men, and one Bible to thirty-two men, but the said Books are not to be issued to Supernumeraries. The Books are to be put into covers for their preservation, and mustered at Divisions with the Clothes of the Ship's Company, and a Certificate to this effect, signed by the Captain or Commanding Officer, is to be produced by the Purser on the passing of his Accounts; and when the Ship is paid off, the said Books are to be returned as Ships' Stores into the Dock Yard.

19.

In addition to the Religious Books to be furnished gratis, as mentioned in the preceding Article, such a number of Bibles, Testaments, and Prayer-Books is to be demanded by the Purser, as the Captain or Commanding Officer may approve of, for the purpose of being issued to such men as may be desirous of purchasing them, and the said Books are to be charged to the men at the following reduced rates, *viz.*,

Bibles	6	0	each.
Testaments	2	3	„
Prayer Books.	2	0	„

APPENDIX
TO
VICTUALLING, SLOP INSTRUCTIONS, &c.

Form of Purser's Bond.

and

and Instructions as may from time to time hereafter be established, so far as respects the duty of Purser, or according to any other distinct and specific Instructions or Directions which at the time of the said appointment were in force, or have since been, or may hereafter be issued by the Right Honourable the Lords Commissioners of the Admiralty, or by the Commissioners of His Majesty's Navy, or by the Commissioners for Victualling His Majesty's Navy, for the time being, respectively ; and if the said

do and shall, from time to time, and at all times hereafter, while he shall continue such Purser, sign receipts in due form, conformable to the practice of His Majesty's Navy, for all such Provisions and Victualling and other Stores of every nature and description, Soap, Tobacco, Necessary Money, or other Monies, as the said

his Steward, or any other person or persons by him employed on board the said

shall receive from the Commissioners for Victualling His Majesty's Navy for the time being, or from any of their Agents, Correspondents, or Persons under Contract with them, or by loans from other Ships or Vessels, or otherwise, on His Majesty's account, which receipts shall be deemed sufficient legal evidence of the actual supply and delivery of the quantities and qualities of the several articles, matters, and things, therein respectively expressed : and further, if the said

shall within Two Calendar Months next after the said

shall be paid off, or after the period of his ceasing to be Purser thereof, and at any other time or times when he shall be required ; or in the event of the death of the said

then if his Executors or Administrators do and shall, within Three Calendar Months next afterwards, render and give true and just accounts of his said employment, as such Purser as aforesaid, and of all the Provisions, Victualling, and other Stores, Soap and Tobacco, and Monies that shall have come to his charge as such Purser as aforesaid ; and also of any and every Bill or Bills of Exchange that have been or shall be drawn by him, or on his behalf, in payment of Provisions, Victualling and other Stores, Soap and Tobacco, or Money necessary to be taken up for the supply of the said or otherwise : and if the said

shall, in case he shall be living, duly attend the adjustment of his said accounts, (in which the several Articles of Provisions, or Victualling and other Stores, Soap and Tobacco, for which he shall be found in debt, shall be charged at the prices, and in the manner expressed in the 29th Article of the Purser's Instructions, or at any higher or other prices which may be enjoined by any subsequent

subsequent Instructions or Directions,) and if the said

his Executors or Administrators, do and shall well and truly pay and satisfy to His Majesty, his Heirs and Successors, such sum as shall be found to be due to His Majesty, his Heirs and Successors, upon the adjustment of any such Accounts as before mentioned, according to the course of Office ; or in case of the death of the said

without having rendered such Accounts, then if the Executors or Administrators of the said Purser, or in case he shall have left no legal personal Representative or none such can be found, then if the said above bounden Sureties or one of them, their or either of their Heirs, Executors or Administrators, do and shall pay over, and discharge to His Majesty, his Heirs and Successors, such Balance as upon any statement of his Accounts to be made up, and declared by, or under the directions of the Commissioners for Victualling His Majesty's Navy, for the time being, shall be found to be due to His Majesty, his Heirs and Successors : and likewise if the said

during such time as he shall be or act as Purser of the said do and shall duly, faithfully, and justly make payment to the Warrant and Petty Officers, Seamen, Non-Commissioned Officers, and Privates of Marines, and Boys serving on board or belonging to the same, of all such monies and portions of pay in the nature of Monthly Allowances, as by an Act of Parliament made and passed in the sixth year of the reign of King George the Fourth, intituled " An Act to make further Provision for the payment of the Crews of His Majesty's Ships and Vessels," are authorized and directed to be paid and in such proportions, to such amount, according to such rate, and in such manner, as is required by the said Act : and also do and shall duly, regularly, and faithfully debit himself with and account to the Commissioners of His Majesty's Navy for the amount of all Bills to be drawn by him in pursuance of the said Act, and for the amount of any premium or premiums which any such Bills may bear, and of all balances remaining in his hands on account of such Bills and Premiums as by the said Act is required, or on any other account whatever : and do and shall when thereto required, duly pay over for His Majesty's use all such Monies as shall be found due from him in respect thereof : and further if the said

shall within two Calendar Months next after his ceasing to be Purser of the said and at any other time when he shall be required so to do, or in the event of his death, then if his Executors or Administrators do and shall within three Calendar Months, next after his decease, render and give, according to the course of Office, to the Principal Officers

Officers and Commissioners of His Majesty's Navy, for the time being, true and just Accounts of all such Bills, Premiums, and Balances, and of all such Slop Clothes and Bedding as shall have been committed or come to his charge, either for the service of the Crew of the said or otherwise howsoever : and also if the said

his Executors, or Administrators, do and shall well and truly pay and satisfy to His Majesty, his Heirs and Successors, such sum of money as shall be found due to His Majesty, his Heirs and Successors, upon the adjustment, by the Commissioners of the Navy, of any such Accounts, as last mentioned, or in case of the death of the said

without having rendered such last-mentioned Accounts, then if the Executors or Administrators of the said Purser, or in case he shall have left no legal personal Representative, or none such can be found, then if the said above bounden Sureties, or one of them, their or either of their Heirs, Executors, or Administrators, do and shall pay over and discharge to His Majesty, his Heirs and Successors, such Balance as, upon any statement of his Accounts, to be made up, and declared by, or under the directions of the said Principal Officers and Commissioners of His Majesty's Navy, for the time being, shall be found to be due and owing to His Majesty, his Heirs and Successors, then the above-written Obligation to be void, but if default shall be made in any of the matters and things aforesaid, then the said Obligation to be, and remain in full force and virtue.

*Signed, sealed, and delivered,
in the presence of*

NOTE.

ON HOME SERVICE.

When a Purser is appointed to a Ship, the above Bond must be executed and delivered at the Victualling Office before he can receive his Warrant from the Navy-Office.

ON FOREIGN SERVICE.

The Bond is to be executed and delivered by the Purser to the Commanding Officer from whom he receives his Appointment for transmission to the Victualling Board, with an unsealed Letter, addressed "To the Commissioners for Victualling His Majesty's Navy," proposing two Sureties resident in the United Kingdom; in which letter he is to enclose one to each of the proposed Sureties, that they may be applied to for the execution of the Bond, but the names of the Sureties are not to be inserted in the Bond, lest they should refuse to execute the same, or be objected to by the Board.

No. 2.

Form of a Certificate for Necessary Money, on first fitting out.

THESE are to certify to the Commissioners for Victualling His Majesty's Navy,
 that His Majesty's Ship the _____ is Victualled for
 _____ days for _____ Men, in pursuance of Orders from
 _____ dated the _____ and that
 Mr. _____, the Purser of the said Ship, has supplied her with
 Necessaries of every kind usually furnished by the Purser to complete her for that
 time, and also from the _____ day of _____
 the day of her being Commissioned, and is therefore entitled to Necessary Money
 for _____ days, being _____ Pounds _____ Shillings
 and _____ Pence.

Given under our Hands, on board the said Ship, this
 _____ day of _____ 18____

____— Captain.

____— Master.

N.B. On the first equipment of a Ship, or on her
 being re-commissioned with another Purser,
 84 Days more *may* be added to this Certi-
 ficate, as allowed by the 6th Article of the
 Purser's Instructions; but in such latter case,
 the whole amount of Necessary Money includ-
 ed in the Report of Survey must be abated.

No. 3.

Form of a Certificate for Necessary Money on re-victualling.

THESE are to certify the Commissioners for Victualling His Majesty's Navy,
 that His Majesty's Ship the _____ is Victualled for
 _____ days for _____ Men, in pursuance of Orders from
 _____ dated the _____ and that
 Mr. _____, Purser of the said Ship, has supplied her with
 Necessaries of every kind usually furnished by the Purser, to complete her for that
 time; and the last Certificate for necessary Money, dated the
 day of _____ 18 _____, having been granted him for
 day's victualling, he is now entitled to Necessary Money for
 days, being _____ Pounds _____ Shillings and
 Pence.

Given under our Hands, on board the said Ship, this

day of _____

18 _____

 Captain.

 Master.

N.B. If the time the Ship is victualled for should be increased since the last Certificate was granted, such time is to be added to the time elapsed since the Date of that Certificate. And in case the time the Ship is victualled for should be decreased since the last Certificate, such time is to be deducted;—As for example, suppose the Certificate dated 1st May 1804, should be for six months or 168 days, and the last Certificate dated 3d April 1804, was for four months or 112 days only, of course there will be three months' or 84 days' Necessary Money due.—But, if the Certificate, dated 1st May 1804, should be for four months or 112 days, and the last Certificate dated 6th February 1804, was for six months or 168 days, in this latter case there will be only one month or 28 days' Necessary Money due.

No. 4.

Scheme of Allowances for Top and Poop Lights to the Pursers of Ships carrying Flags, or Broad Pendants, or commanded by Officers at Ports, and of Squadrons, or having charge of Convoys, on production of the Certificates specified against each.

RANK OF OFFICERS.	Rates of Allowance.	Certificates required.
Flag Officers commanding in 1st Post	3s. per night.	A
All other Flag Officers, Senior Officers at Ports, and of Squadrons, or Officers having charge of Convoys, and all others authorized to carry Lights	2s. per night.	B

A.

Certificate for Flag-Officer commanding in 1st Post.

THESE are to certify that the Flag, or the Broad Pendant (as the case may be) of _____ was flying on board His Majesty's Ship, _____ between the _____ both days included, during which time Mr. _____ Purser of the said Ship, did supply the necessary Top and Poop Lights, and all other extra charges incident to a Command in the 1st Post.

Given under my Hand, on board the said Ship, this
day of _____

A. B. Captain.

B.

Certificate of all other Flag-Officers, Senior Officers at Ports, and of Squadrons, or Officers having charge of Convoys, and all others authorized to carry Lights.

THESE are to certify that Mr. _____ Purser of His Majesty's Ship _____ did supply the necessary Lights, and all other extra charges incident to the Command of a Senior Officer in the absence of a Commander-in-Chief, or to a Command having charge of Convoys (as the case may be) from the _____ day of _____ to the _____ day of _____ both days included.

Given under my Hand, on board the said Ship, this
day of _____

A. B. Captain.

L

N^o. 5. A.

N^o. 5. B.

No. 5, C.

An ACCOUNT of the Fresh Meat received and expended on board his Majesty's Ship
A. B., Esq., Captain, and E. F., Purser, between the and the

Received.			Beef in		Mutton in		Time vouched for.	Pounds of		Time issued.	Number of Men to whom issued.	Total Numbers of the Men supplied.
When.	Whence.	From whom.	Quar- ters.	Lbs.	Car- cases.	Lbs.		Beef.	Mutton			
18 Jan. 1	Portsmouth.	R. W., Agent	2	254	—	—	} 1—2 Jan.	370		1 Jan.	116	370
" 2	"	"	1	116	—	—				2 "	117	
" 5	"	"	1	179	—	—				3 "	117	
" 6	"	"	1	177	—	—				4 "	20	
" 5	Ditto	Ditto	1	179	—	—	} 5—6 Jan.	356		5 "	120	356
" 6	"	"	1	177	—	—				6 "	120	
" 9	"	"	1	177	—	—				7 "	116	
" 9	Plymouth	T. M., Agent	2	244	—	—	} 9—10 Jan.	485		9 "	120	48
" 10	"	"	2	241	—	—				10 "	120	
" 12	"	"	2	241	—	—				11 "	120	
" 13	"	"	2	241	—	—				12 "	120	
" 12	Ditto	Ditto	2	280	—	—	} 12—13 Jan.	360		13 "	5	360
" 13	"	"	1	80	—	—				14 "	115	
" 25	"	"	1	80	—	—				15 "	120	
" 26	"	"	1	80	—	—				16 "	5	
" 25	Cork	W. D., Agent	2	284	—	—	} 25—26 Jan.	580		25 "	123	580
" 26	"	"	2	296	—	—				26 "	124	
" 27	"	"	2	296	—	—				27 "	124	
" 28	"	"	2	296	—	—				28 "	124	
Feb. 1	Holyhead	Purchased	2	285	—	—	} 1—2 Feb.	520		29 "	85	520
" 2	"	"	2	235	—	—				1 Feb.	124	
" 10	"	"	2	235	—	—				2 "	124	
" 12	"	"	2	235	—	—				3 "	124	
" 10	Waterford	B. & A., Contractors	2	284	—	—	} 10—15 Feb.	1011		4 "	124	1011
" 12	"	"	2	299	—	—				5 "	24	
" 14	"	"	2	254	—	—				10 "	120	
" 15	"	"	2	174	—	—				11 "	120	
" 15	"	"	2	174	—	—				12 "	120	
" 15	"	"	2	174	—	—				13 "	120	
" 15	"	"	2	174	—	—				14 "	125	
" 15	"	"	2	174	—	—				15 "	125	
" 15	"	"	2	174	—	—				16 "	125	
" 15	"	"	2	174	—	—				17 "	125	
" 15	"	"	2	174	—	—				18 "	31	
Mar. 14	Lisbon	Purchased	4	480	—	—	14 Mar.	480		14 Mar.	125	480
"	"	"	4	480	—	—	"	480		15 "	125	
"	"	"	4	480	—	—	"	480		16 "	125	
"	"	"	4	480	—	—	"	480		17 "	105	
"	"	"	4	480	—	—	"	480		18 "	105	
"	"	"	4	480	—	—	"	480		19 "	124	
"	"	"	4	480	—	—	"	480		20 "	124	
"	"	"	4	480	—	—	"	480		21 "	120	
"	"	"	4	480	—	—	"	480		22 "	120	1181
"	"	"	4	480	—	—	"	480		23 "	120	
"	"	"	4	480	—	—	"	480		24 "	120	
"	"	"	4	480	—	—	"	480		25 "	124	
"	"	"	4	480	—	—	"	480		26 "	124	
"	"	"	4	480	—	—	"	480		27 "	124	
"	"	"	4	480	—	—	"	480		28 "	81	
" 30	"	"	4	480	—	—	"	480		29 "	125	
" 31	"	"	4	480	—	—	"	480		30 "	125	250
" 31	"	"	4	480	—	—	"	480		31 "	125	
Unissued and Carried to next Quarter								5843	120	370		

These are to certify, that the five thousand, eight hundred and forty-three pounds of Fresh Beef, and the one hundred and twenty pounds of Fresh Mutton specified in the foregoing Account, with the exception of three hundred and seventy pounds remaining at the close of the Quarter, were issued to the number of Men as against each day expressed.

Given under our hands, on board the said Ship at

this 31st March, 18

A. B., Captain.
C. D., Master.
E. F., Purser.

No. 6, A, B, C, D, E, F.

Vouchers for Purchases made by the Purser.

A. Certificate of Remains.

I hereby Certify the Remains of Bread and Wine (or Provisions in general, as the case may be) on Board His Majesty's Ship F——, G. H., Esq., Captain, to be as follows, *viz.*

Bread,—Eight thousand nine hundred and sixty Pounds.

Wine,—One thousand two hundred Gallons.

Messina, 2nd February, 18

I. K., Purser.

B. Captain's Order to Purchase.

By G. H., Esq., Captain of His Majesty's Ship F——,
Senior Officer of His Majesty's Ships at Messina.

WHEREAS it appears by the preceding Certificate under your Hand, that
Bread,—Four thousand four hundred and eighty Pounds,
Wine, Four hundred and eighty Gallons,
are wanted to complete these species of Provisions to three Months, for the Complement of His Majesty's Ship under my Command; and, as there is no Agent, Contractor, or other authorized Correspondent of the Victualling Board at this place, you are hereby required and directed to purchase, pay for, and procure the necessary Vouchers for the same, in strict conformity with the 19th Article of your Instructions, and the Forms in the Appendix, No. 6, to which it refers.

Given under my Hand, at *Messina, 2nd February, 18*

G. H., Captain.

To Mr. I. K., *Purser of His Majesty's*
Ship, F——.

C. Certificate of Entry in the Log-Book.

I hereby Certify that the foregoing Order to purchase Bread and Wine, is entered in the Log Book of His Majesty's Ship F——, this 2nd February, 18

L. M., Master.

D. Voucher for Provisions purchased.

Messina, 3rd February, 18

Mr. I. K., Purser of His Britannic
Majesty's Ship F——.

Bought of Gaspar Tarantino,

	Ounces.	Taris.	Grains.
Bread,—25 $\frac{3}{4}$ Cantars of this place equal to 4,480 Pounds, Avoirdupois, at One Ounce per Cantar . . . }	25	18	0
Wine,—22 $\frac{1}{2}$ Salm equal to 400 British Imperial Stan- dard Gallons, at 12 Taris per Salm . . . }	9	4	5
	<u>34</u>	<u>22</u>	<u>5</u>

Which 34 : 22 : 5 at the Exchange of 60 Taris per Pound Sterling, £17 : 7 : 5

Received 3rd February, 18 , from Mr. I. K., the Sum of Thirty-four Ounces, Twenty-two Taris, and Five Grains, Currency of this place, by a set of Bills of Exchange* ⁽¹⁾ on the Commissioners for victualling his Britannic Majesty's Navy, for Seventeen Pounds, Seven Shillings, and Five Pence, in Payment of the above Account.

Witness to the Payment,

Gaspar Tarantino.

D. E.

F. G.

We being two of the principal Merchants residing in Messina, do hereby Certify that the Provisions mentioned in the above Account, are charged at the present wholesale Market Prices of this place,—that at this place One Cantar is equal to One Hundred and Seventy-five Pounds Avoirdupois; that One Salm is equal to Seventeen and a-half British Imperial Standard Gallons; and, that the present Exchange* ⁽²⁾ for Government Bills on England, at thirty days' sight, is Sixty Taris per Pound Sterling.

Given under our Hands, at *Messina*, this 3rd February, 18 .

H. I.

K. L.

I do hereby declare that I have *actually* made Enquiry as to the reasonableness of the Prices charged for the Provisions above-mentioned; and I hereby certify that (from the best Information which I have had it in my power to obtain,) the said Prices are not more than the fair wholesale Market Prices at this time.

G. H., Captain.

We do hereby Certify, that all the Provisions mentioned in the above Account were received on board His Majesty's Ship the F——, in kind, and that the same were good and fit for His Majesty's Service, and were duly inserted in the Log Book.

G. H., Captain.
N. O., Senior Lieutenant.
L. M., Master.

*⁽¹⁾ If the payment be made in Spanish Dollars, or other Foreign Coin with which the Purser may have been supplied, instead of the words, "By a set of Bills, &c." there is to be inserted the number of Spanish Dollars, or other Coin, in which payment has been made.

*⁽²⁾ In case payment be made in Spanish Dollars, or other Coin, instead of the words, "That the Exchange, &c." there is to be inserted, "And that the Spanish Dollar, or other Coin, (as the case may be) now passes here for _____ of the Currency of this place." And if payment be made partly by Bill and partly in Coins, the Receipt of Payment, and the Certificate of Exchange and of Currency, must be framed accordingly.

Should the Purser fail to have the Vouchers respecting Exchange and Currency filled up in exact conformity to these directions, the Victualling Board will bind him, in settling his Accounts, to the rate of Exchange and the Currency of the Coins most favourable to the Crown, which they may learn to have prevailed at the place for the Six Months anterior, or the Six Months posterior to the transaction.

N. B. When Vegetables are purchased, or received on board from Contractors, Correspondents or otherwise, the Quantities of Onions or Leeks must be stated in the Vouchers, separately from the other species; and when Vegetables are received by Number instead of weight, and when Fruits are received in lieu of Vegetables, it is to be specified in the Certificate of Receipt on board, that the Vegetables and Fruits so received have been estimated as equal to _____ pounds of Vegetables, and are to be issued accordingly.

E. Form of Bill of Exchange.

Messina, 4th February, 18

Exchange for £17 7s. 5d. Sterling.

Gentlemen,

At thirty*⁽¹⁾ days' sight of this my first Bill of Exchange, (second and third of the same tenour and date not being paid) please pay to Gaspar Tarantino, or Order, Seventeen Pounds Seven Shillings and Five Pence Sterling, value received from him*⁽²⁾ Provisions purchased from him by me, for the use of His Majesty's Ship F——, as per Letter of Advice*⁽³⁾ and Vouchers transmitted by,

Gentlemen,

Your most humble Servant,

I. K., Purser.

To the Commissioners for Victualling

His Majesty's Navy, London.

I hereby Certify that this Bill is drawn for the Service above-mentioned, and by my Order.

G. H., Captain.

*⁽¹⁾ Bills on the Home Station to be drawn at seven days' sight.

*⁽²⁾ When a Bill is drawn for Savings, &c., the following words to be substituted: Spanish Dollars (or whatever other Coin may be obtained) to pay for Savings, &c., to the Crew of

*⁽³⁾ A letter of Advice mentioning the amount of such Bill, with one of the Vouchers, is always to be sent at the time a Bill is drawn.

F. Table of Foreign Silver Coins.

TABLE of the Gross Weight, of the Contents in pure Silver, and of the value computed at the rate of 5*s.* 2*d.* per oz. Troy, British Standard fineness, of the undermentioned Silver Coins, taken from Assays made at the Mints at Paris and London, together with the Rate at which those Coins are to be issued (when British Coin is not to be procured) for the Pay of the Seamen of His Majesty's Fleet in Foreign Ports.

	Gross Weight of the Coins.	Contents in pure Silver.	Value at 5 <i>s.</i> 2 <i>d.</i> per oz. Standard.	To be issued to H. M. Ships at
FRENCH.	Grains.	Grs. Dec.	<i>s.</i> <i>d.</i> Dec.	<i>s.</i> <i>d.</i>
Piece of 5 Francs	385	344 9	4 0 16	4 0
2 ditto	155	138 8	1 7 38	1 8
Franc	77½	69 4	0 9 69	0 10
SICILIAN.				
Dollar or Scudo	422	348 2	4 0 02	4 1
Piece of 40 Grains	141	117 5	1 4 40	1 5
20 ditto	72	59 1	0 8 25	0 9
SPANISH.				
Dollar	416	370 9	4 3 79	4 4
UNITED STATES OF AMERICA.				
Dollar	416	370 1	4 3 68	4 4
EAST INDIES.				
Calcutta, Rupee.	192	175 9	2 0 56	2 1
Bombay or Surat } ditto	179	164 7	1 11 10	1 11

No. 7.

An Account of the Quantities of Provisions saved by the Company of His Majesty's Ship
 their daily Allowance between the

18 out of

Number of the Mess.	Number of persons in the Mess.	Name of the person appointed to receive for the Mess.	Number on the S. B. of the persons receiving.	QUANTITIES OF PROVISIONS SAVED.									Value. £. s. d.	When paid.	Signatures of the Persons to whom paid.	Signatures of the Witness to the Payments.
				Bread, lbs.	Spirits, Gallons.	Wine, Gallons.	Salt Beef, 8 lb. Pieces.	Salt Pork, 4 lb. Pieces.	Flour, lbs., including Suet & Raisins.	Sugar, lbs.	Cocoa, lbs.	Tea, lbs.				
Ward room		J. R. Wilson . . .	6												J. R. Wilson	Wm. Smith, Master.
1	4	Samuel Gibbons.	20												S. Gibbons.	
2	8	John Earl . . .	4												his John + Earl, Mark.	R. Meredith, Captain.

THESE are to Certify, that the foregoing is a just and true Account of the Savings due to the Company of His Majesty's Ship , between the and the 18 , amounting to

			£. s. d.
Bread	Pounds at .	per Pound .	
Spirits	Gallons .	per Gallon .	
Wine	" .	" .	
Salt Beef	8 lb. pieces	per Piece .	
Salt Pork	4 lb. pieces	" .	
Flour, including Suet and Raisins	Pounds . .	per Pound .	
Sugar	" . .	" .	
Cocoa	" . .	" .	
Tea	" . .	" .	

The Value whereof, at the Prices settled for the payment of the same, amounts to Pounds (Shillings and Pence.

Purser.
Purser's Steward.

THESE are to Certify, that the foregoing amount of Monies due for the Savings of Provisions, was actually paid to the respective persons, as therein expressed, in our presence, and that we have every reason to believe the same is a just and true Account.

Captain.
Master.
M

No. 8.

Form of Certificate to be produced by a Purser to an Agent
Victualler for taking up Money to pay Savings.

THESE are to Certify the Commissioners for Victualling His Majesty's Navy,
that there is actually due to the Company of His Majesty's Ship
the sum of _____ pounds, and _____
being the amount of Savings of Provisions, as under-mentioned between the
and _____ 18 _____, and that
Mr. _____ Purser of the said Ship, is therefore entitled to receive
the same.

		<i>s.</i>	<i>d.</i>		<i>£.</i>	<i>s.</i>	<i>d.</i>
Bread . . .	Pounds . . .	at 0	: 2½	per Pound . .	:	:	:
Salt Meat .	Pounds . . .	0	: 4	per Pound . .	:	:	:
Sugar . . .	Pounds . . .	0	: 6	per Pound . .	:	:	:
Wine . . .	Gallons . . .	1	: 0	per Gallon . .	:	:	:
Spirits . .	Gallons . . .	4	: 0	per Gallon . .	:	:	:
					<i>£</i>	:	:

Given under our hands, on board His Majesty's Ship

at _____ this _____ day of _____ 18 _____

_____ Captain.

_____ Master.

Form for the Account of Extra Expense of Casks, Staves, and Iron Hoops.

An Account of the Extra Expense of Casks, Staves, and Iron Hoops, in trimming and repairing the Water and other Casks, on board His Majesty's Ship, the _____, Esq., Captain,
between the _____ day of _____ and the _____ day of _____ 18____

TIME.	Place where.	FOR WHAT USE EXPENDED.	CASKS.						STAVES.					Iron Hoops.
			Butts.	Puncheons.	Hogsheds.	Barrels.	Half Hogsheds.	Butt.	Puncheon.	Hogsheds.	Barrel.	Half Hogsheds.		
3 Jan.	Spithead	To cut for match and top tubs, per order of this day	2	3	—	—	—	—	—	—	—	—	—	—
20 Mar.	At Sea	„ Making buckets with cover for the use of the Sick, per order 30th ultimo.	—	—	—	—	—	—	—	—	40	—	—	16
14 July	Jamaica	„ Repairing 12 puncheons intended for a gang of rum casks	—	—	—	—	—	—	—	—	—	—	—	25
20 „	Martinique.	„ Used for making two buoys, per order of the 12th instant	—	—	2	—	—	—	—	—	12	—	—	18
12 Aug.	Musquito Shore	„ Repairing 32 gang casks, they being damaged by rafting	—	—	—	—	—	—	—	—	30	40	37	15
4 Oct.	Rio Janeiro	„ Ditto and trimming 24 butts, 18 puncheons, 16 hogsheds and 14 Barrels	—	—	—	—	—	—	—	—	4	14	16	28
6 Nov.	At Sea	„ Cut for match and top tubs, (some of the old having been destroyed) per order of this day	2	1	2	—	—	—	—	—	—	—	—	—
28 Dec.	Cape Good Hope	„ Used in general repair of the remainder of the water casks, they being old and in bad condition, as follows, viz., butts 101, puncheons 45, and hogsheds 60	2	3	3	—	—	—	—	—	44	36	—	46
			6	7	7	—	—	—	—	—	104	142	53	148

These are to Certify the Commissioners for Victualling His Majesty's Navy, that the Casks, Staves, and Iron Hoops, mentioned in the above Account, were actually cut, made use of, and expended on board, and for the use of the said ship, as therein set forth; that all the extra expense was in consequence of orders from the Captain; that the repairs were absolutely necessary from the badness and insufficiency of the Casks; that no part thereof were ever afterwards made use of, or returned into store, with our knowledge or belief; and that there have been no erasures upon this account before signature.

Captain.
Master.

No. 10. A.

AN ACCOUNT of the Daily Issues of Sugar and Lemon Juice to the Company of
His Majesty's Ship , Mr. Purser, between
the 18 , and the 18 .

Day of the Month.	Number of Men to whom Lemon Juice and Sugar have been issued.	Day of the Month.	Number of Men to whom Lemon Juice and Sugar have been issued.	Day of the Month.	Number of Men to whom Lemon Juice and Sugar have been issued.	Day of the Month.	Number of Men to whom Lemon Juice and Sugar have been issued.	
18 .	None issued, Beer, Fresh Beef, Fruit, and Vegetables being on board until the 6th; began therefore issuing Lemon Juice and Sugar on the 21st April.	1st May,	125	30th June,	124	10th Oct.	120	
1st to 20th April }		3 ,,	125	1st July,	124	11 ,,	120	
		4 ,,	125	2 ,,	124	12 ,,	110	
		5 ,,	125	8 ,,	124	14 ,,	110	
		6 ,,	125	18 ,,	124	15 ,,	121	
		15 ,,	125	22 ,,	124	16 ,,	124	
		18 ,,	125	31 ,,	124			
21 ,,		125	19 ,,	125	1st Aug.	122	705	
22 ,,		125	3d June,	124	2 ,,	122	Column 1	625
23 ,,		125	14 ,,	124	3 ,,	122	" 2	1496
24 ,,	125	16 ,,	124	10 ,,	122	" 3	1478	
30 ,,	125	17 ,,	124	11 ,,	122			
	625		1496		1478		4304	

These are to certify that the number of Men expressed in the foregoing Account
were supplied with Lemon Juice and Sugar in the proportion of Half an Ounce
of each per Man per Diem.
Captain.
Surgeon.

No. 10. B.

Dr. Mr.

Purser of His Majesty's Ship

Cr.

When received.	From whence.	Lemon Juice.			DATE.	Issued, returned, or remaining on board.	Lemon Juice.		
		lbs.	Bot- tles.	Cases.			lbs.	Bot- tles.	Cases.
18 . 18th Jan.	Portsmouth . .	432	108	6	18 . 21 April }	By issued to the Ship's Company, amount- ing to 4304 Men for one day, at the rate of half an ounce per Man per day. Per Account and Certi- ficate			
1st April	Gibraltar . . .	72	18	1	16 Oct. }				
							134½	—	—
							9½	—	—
					1 April	Returned to Gibrat- tar per receipt . .	—	18	1
					31 Dec.	Remains per Survey	360	108	6
		504	126	7			504	126	7

N.B.—To be sworn to in the Affidavit to the General Account.

No. 11. A.

CERTIFICATE FOR VICTUALLING PRISONERS OF WAR, &c.

THESE are to certify that the foregoing List of Prisoners (*or Pirates or Persons detained, &c., as the case may be*) beginning with the Name of _____ and ending with the Name of _____ being _____ in number, have been actually Victualled at two-thirds allowance of all species, but without Spirits, Wine, or Beer, from the dates and for the times set against their respective Names in the said List, excepting (*if the case were so*) between _____ and _____ when they were at work, (*here specify the nature of the work*) when they were Victualled at full Allowance of all species.

Given under my hand, on board His Majesty's Ship
 this _____ day of _____ 18 ____
 Captain.

No. 11. B.

CERTIFICATE FOR VICTUALLING SUPERNUMERARIES.

THESE are to certify that the foregoing List of Supernumeraries beginning with the Name of _____ and ending with the Name of _____ being _____ in number, have been actually Victualled at Allowance of all Species, from the Dates and for the time set against their respective Names in the said List.

Given under my hand, on board His Majesty's Ship
 this _____ day of _____ 18 ____
 Captain.

No. 12.

REPORT ON SURVEY ON SHORT CONTENTS OF SALT MEAT.

AN ACCOUNT of the actual Contents and Weight of the undermentioned Casks of Salt Beef, surveyed on board His Majesty's Ship
 between the Day of 18 , and the Day
 of 18 .

Time when the Cask was received.	Person, Place, or Ship re- ceived from.	Time when opened, counted, and weighed.	Mark of Cask.	No. of Pieces of Slbs. marked on the Cask.	No. of Pieces of Slbs. told out of the Cask.	No. of Pieces of Slbs. over the marked contents.	No. of Pieces of Slbs. short of the marked contents.	No. of Pounds of Beef the whole Cask did actually weigh.	No. of Pounds of Beef over in weight.	No. of Pounds of Beef short in weight.	Signature of the Officer in whose presence the Cask was opened, counted, and weighed.

These are to certify, that the Officer whose name is signed against each separate Cask of Beef specified in the foregoing Account, did actually attend the opening, counting, and weighing of the Cask, against which his name is signed; that upon counting and weighing the whole, there were actually pieces of Slbs. each over, and pieces of Slbs. short by tale, and pounds of Beef over, and pounds of Beef short by weight, and the deficiency in the weight was made good to the Ship's Company; and that we are each of us ready to make oath to the Casks against which our names are individually affixed, having been actually opened in our presence, and that to the best of our knowledge and belief the whole of the foregoing account is correct and true.

Witness our hands, on board His Majesty's Ship
 day of 18 .

this

N.B. *An Account of the Contents and Weight of every Cask of Salt Pork and Suet surveyed must be kept in the same form, and signed and certified in the same manner as the foregoing one for Salt Beef, omitting the Columns for Pieces in the case of Suet.*

Nº. 13.

No. 14.

NUMBER AND CONTENT BOOK.

BREAD.

Time received.	Place where.	From whom.	Bread in				Remarks as to Expenditure, &c.
			Puns.	Hhds.	Bags.	Pounds.	
18 Jan. 1.	Jamaica.	F. G. Contractor }	—	—	—	3360	Began to issue this Bread the 26th February, 18 , 323 lbs. condemned per Survey 14th March, and the whole expended on the 28th March, 18
	Ditto	Ditto	—	—	—	2240	
		Total				5600	

BEER.

Time received.	Place where.	From whom.	Beer in				Remarks as to Expenditure, &c.
			Butts.	Puns.	Hhds.	Gallons.	

RUM.

Time received.	Place where.	From whom.	On the Cask.		Contents in Gallons.	When		Remarks as to Expenditure, &c.
			Marks.	No.		Broached.	Out.	
18 Jan. 1.	Jamaica	F. G. Contractor	F. G.	18	84	12 Feb.	21 Feb.	{ Lent H.M.S. the B. 20 Feb. 18 Carried to next Book.
				42	110			
				37	102	1 Feb.	11 Feb.	
				106	83			
				107	80	1 Mar.		
				4	59	22 Feb.	28 Feb.	
		Total ...	—	—	518			

A similar Form is required for Wine and all other Liquids.

PEAS.

Time received.	Place where.	From whom.	On the Cask.		Contents in		When		Remarks as to Expenditure, &c.
			Marks.	No.	Bushs.	Galls.	Opened.	Out.	
18 5 Jan.	Jamaica.	F. G. Contractor	F. G. Pes.	84	7	7	4 Mar.	18 Mar.	{ Lent H. M. S. the B. 20 Feb. 18 Returned into Store.
				87	8	1			
				76	8	2			
				79	7	6			
				80	8	—	19 Mar.		
		Total ...	—	—	40				

A similar Form is required for Oatmeal and all other dry Provisions kept in Bushels or Gallons.

BEEF.

Time received.	Place where.	From whom.	On the Casks.		Contents in Pieces of 8lbs. each.	When		Whom present when opened.	Proved Pieces.		Remarks, as to Expenditure, &c.
			Marks.	No.		Opened.	Out.		Contents charged.		
									Over.	Short.	
18 Jan. 2.	Jamaica.	F. G. Contractor.	F. G. B. Waterford	140	40	2 March	9 March	Mr. S. T.	1		Transferred to Successor.
				136	40						
				124	40	9 March	16 March	Mr. U. V.		1	
				125	40						
				167	40	24 Feb.	2 March	Mr. W. X.		1	
				139	40						{ Condemned per Survey 16 March, 18 , and returned into Store at Plymouth.
				128	40	17 Feb.	25 Feb.	Mr. U. V.			
				133	40	17 March	24 March	Mr. W. X.			
				156	40						
			T. G. B. Limerick.	373	40						
				461	40						
				369	40						
				374	40						
				353	40						
				382	40						
				355	40						
				18	26						
Total .				—	—	666					

A similar Form is required for Pork.

FRESH BEEF.

Time received.	Place where.	From whom.		In		REMARKS.
				Quarters.	Pounds.	
182						
1 January.	Portsmouth.	W. R.	Agent.	1	120	
2 "	"	"	"	2	250	
					370	
5 January.	"	"	"	1	118	
6 "	"	"	"	2	238	
					356	
9 January.	Plymouth.	J. M.	"	1	130	
10 "	"	"	"	3	355	
					485	
12 January.	Portsmouth.	W. R.	Agent.	1	170	
13 "	"	"	"	1	190	
					360	

SUGAR.

Time received.	Place where.	From whom.	On the Casks.		Contents in Pounds.	When		Remarks, as to Expenditure, &c.
			Mark.	No.		Opened.	Out.	
18 Jan. 3.	Jamaica.	F. G. Contractor . }	F. G. Sugar.	3	370			
		Total .	—	—	370			

A similar Form is required for Rice, Butter, Cheese, Cocoa, Tea, and all other dry Provisions kept in Pounds.

Purser.

No. 15.

LIVE CATTLE ACCOUNT.

AN ACCOUNT of Cattle received and killed on board His Majesty's Ship												
the		between the				day of		and				
the		day of				18						
Time received.	From what Port or Ship.	From whom.	No.		When slaugh- tered.	No. of		Weight in Pounds.		Suet, lbs.	Tallow, lbs.	Hides, No.
			Oxen.	Sheep.		Oxen.	Sheep.	Beef, lbs.	Mutton, lbs.			
18					18							
Mar. 14.	Lisbon	Purchased.	3	2	Mar. 19	1		347		18	30	1
					22	1		360		19	35	1
					25	1		354		20	38	1
					28		2		120			
			3	2		3	2	1061	120	57	103	3

These are to certify, that the three Oxen above mentioned weighed one thousand and sixty-one pounds, allowing nine pounds of Beef for each Ox head and heart; and that the said Oxen produced fifty-seven pounds of Suet, and one hundred and three pounds of Tallow, and no more; and that the two Sheep weighed one hundred and twenty pounds, allowing three pounds of Mutton for each Sheep's head and pluck; and that the same has been regularly entered in the Log-Book.

Given under our hands, on board the said ship, at sea, the

day of

B. C. Captain,
M. N. Lieutenant,
H. I. Master.

No. 16.

SURVEY ON REMAINS.

Pursuant to the Order on the other side, We, whose names are hereunto subscribed, have taken a strict and careful Survey of all the Provisions and Victualling Stores of every description, and of Purser's Necessaries remaining on Board His Majesty's Ship _____ in the charge of _____ the Purser, and find as follows, viz.

Marks.	No.	Con- tents.	Species and Quantities.	Observations upon the actual Circumstances under which our Inspection of each particular Species of Provisions and Stores took place.
		<u>4515</u> }	BREAD—{Four thousand five hundred and fifteen pounds, in forty-one bags.	{All distinctly counted.
	1 2 3 4	126 120 128 126 <u>500</u> }	BEER—{Five hundred gallons, in four butts, with forty iron hoops.	{Distinctly seen.
None.	16 21	63 62 <u>125</u> }	WINE—{One hundred and twenty-five gallons in two hogsheads, with sixteen iron hoops.	{Distinctly seen.
	17 53 Ullage.	90 87 10 <u>187</u> }	RUM—{One hundred and eighty-seven gallons, in three puncheons, with twenty-four iron hoops.	{Distinctly seen, except No. 53, the number and contents of which could not be got at, but the contents are taken from the Number and Content Book.
ISR. " " " " " " " " —	160 161 162 163 164 165 166 167 168 Ullage.	42 42 42 42 42 42 42 42 42 22 <u>400</u> }	BEEF—{Four hundred pieces of 8lbs. each, in ten barrels, with eighty iron hoops.	{Six of these casks seen on deck, as well as the ullage. The other three seen in the hold.

Marks.	No.	Con- tents.	Species and Quantities.	Observations upon the actual Circumstances under which our Inspection of each par- ticular Species of Provisions and Stores took place.
IW.	420	80	PORK—	Five of these casks and the ullage seen on deck. The other four were seen in the hold.
"	421	80		
"	422	80		
"	423	80		
"	424	80		
"	425	80		
"	426	80		
"	427	80		
"	428	80		
—	Ullage.	20		
		<u>740</u>		
JS.	38	336	FLOUR—	Seen on deck.
"	44	336		
—	Ullage.	294		
		<u>966</u>		
AD.	1435	120	SUET—	Seen on deck
—	Ullage.	41		
		<u>161</u>		
None.	None.	322	RAISINS—	Seen on deck.
			{Three hundred and twenty-two pounds in one barrel.	
TH.	2	5	PEAS—	{Counted in the hold. The number and contents of two seen. The number and contents of the other two taken from the Number and Content Book.
"	8	5		
"	9	5		
"	12	5		
		<u>20</u>		
TP.	113	7 4	OATMEAL—	Seen in the hold distinctly.
"	72	5 0		
		<u>12 4</u>		
None.	Ullage.	240	SUGAR—	Seen on deck.
			{Two hundred and forty pounds in one barrel, and eight iron hoops.	

Marks.	No.	Contents.	Species and Quantities.	Observations upon the actual Circumstances under which our Inspection of each particular Species of Provisions and Stores took place.
CF.	29	72	BUTTER—{Two hundred and forty-one pounds in four firkins.	Seen on deck.
"	81	56		
"	73	56		
"	21	57		
		<u>241</u>		
CF.	158	180	CHEESE—{Four hundred and eighty pounds in two half-hogsheads, and on the shelves in the bread room.	The two full casks distinctly seen. The loose cheeses in the bread room weighed by us.
"	160	180		
"	Un-packed	120		
		<u>480</u>		
AP.	73	40	VINEGAR—{Forty gallons, in one barrel, with eight iron hoops.	Seen in the hold.
	Ullage	80	TOBACCO—{Eighty pounds in one barrel.	Seen on deck.

	Butts.	Puns.	Hh.	Bar.	Half Hhds.	Iron Hoops.	
Casks	Provisions	4	3	2	33	5	252
	Water	40	30	24	30	"	1072
	Empty	10	8	4	11	"	296
		54	4L	30	74	20	1620

The provision casks ascertained as above. The empty casks seen. And the quantity of water casks, which could not be distinctly counted, estimated from a view of the Hold, and the Master's account of the quantity of casks that the ship stows.

Making together—Butts, fifty-four; puncheons, forty-one; hogsheads, thirty; barrels, seventy-four; and half hogsheads, twenty in number.

Iron Hoops.... One thousand six hundred and twenty in number

Bread Bags {Forty-one ... Full
Fifty-eight ... Empty } in Number.....

On the conclusion that the hoops are complete, on the water casks not seen.

Seen.

All which Provisions and Victualling Stores we have found as to Quantity, Number, and Condition, and with respect to Exposure to our View, as represented in the Column appropriated for our observations thereon, and which we have left in the charge of Mr. the Purser, who will commence Victualling on the _____ and we declare that we have taken the Survey with such Care and Equity, that we are ready, if required, to make Oath to the Impartiality of our Proceedings. In Witness whereof, we have hereunto set our Hands, on board the said Ship, this _____ day of _____ 18____, she being at

N. B. Every description of Provisions and Victualling Stores in the Purser's charge, must in all cases of Surveys of Remains be inserted; but when the Purser leaves the Remains to another, the value of the Necessaries must also be inserted, or it must be stated that they have been mutually agreed for.

Surveys on Remains of Slops should always be separate from those on Provisions.

No. 17.

SURVEY ON PROVISIONS.

PURSUANT to the Order on the other side, We whose Names are hereunto subscribed, have been on board His Majesty's Ship the
and taken a strict and careful Survey of the Provisions complained of, and find as follow, viz.

Marks.	Numbers.	Contents.	
			<p>[Here such of the Provisions as are found fit for service are to be specified, also the particular species found defective, and the exact quantity of each sort is to be inserted in words at length, and not in figures; and against each species is to be set down not only the true nature of the defect, but the particular reason or occasion thereof, to the best of the Surveyors' judgments; and also, when, where, and from whom the said provisions were received, the time to which they are warranted, (if under warranty,) and whether they are proper or fit for men to eat or drink, or to be kept on board the ship, or not, and how to be disposed of, or whether thrown into the Sea, as being a nuisance; and in the margin are to be set down the marks, numbers, and contents of each cask.] All which provisions we find to be as above specified; and we do also declare that we have made and taken this Survey with such care, attention, and equity, that (if required) we are ready to make oath to the impartiality of our proceedings. In witness whereof we have hereunto set our hands, on board the said Ship in _____, or at sea, [if the case be so, and then the latitude and longitude must be particularly set forth, that the true situation of the Ship at the time of Survey may be known] this day of _____ 18 ____.</p>

MEMORANDUM.

As all packages of provisions made up in His Majesty's stores, besides the contents as to species, and quantities, have the place and time, where, and when, they are packed, or made up, cut or marked on them, the whole thereof must be placed in the column for marks, separate from the numbers; and the reason or occasion of the defect must be never omitted, in order that the loss accruing therefrom may be charged to the respective Contractors, if the same shall appear to have proceeded from any failure in their contracts.

No. 18.

REPORT OF SURVEY OF LEAKAGE OF BEER.

PURSUANT to the Order on the other side, We whose Names are hereunto subscribed, have taken a strict and careful survey of each and every Beer-cask, said to have lost part of (or all) their Contents by Leakage, on board His Majesty's Ship the _____, and find as follows, viz.

Quantity leaked out of each Butt, Puncheon, or Hogshead.	The particular occasion of the Leakage.	When received on board.	From whence received.	Marks of each Cask.	Where stowed.	Where surveyed.
	Not to be described by the general Form of defective Casks, but to mention the particular defect or occasion, and whether by bad stowage or not.					

All which we find as above set forth, making in all _____ gallons of Beer leaked out, and lost; and we declare we have made and taken this Survey with such care and equity, that we are ready, if required, to make oath to the impartiality of our proceedings. In witness whereof, we have hereunto set our hands, on board the said Ship in _____ or at Sea, *(if the case be so, and then the latitude and longitude must be particularly set forth, that the true situation of the Ship at the time of Survey may be known)* this _____ day of _____

H. I. Master.

Y. Z. }
A. B. } Mates.

No. 19.

GENERAL ABSTRACT OF VICTUALLING.

COMPLEMENT.	TOTAL NUMBERS.			
	✓ or •	fs.	Borne.	Vic- tualled.
Abstract from Ship's Books at Folio	715	861	31,439	41,023
do. 1st Class of Volunteers „	—	—	570	
do. 2nd do. do. „	6	2	443	
do. 1st do. Boys „	2	4	620	
do. 2nd do. do. „	—	—	452	
do. 1st do. Marines „	21	—	3650	
do. 2nd do. do. „	7	—	2848	
do. 3rd do. do. „	3	—	2622	
	754	867	42,644	
		754		
Total ✓• and fs. to be abated from the number borne			1621	
SUPERNUMERARIES.	TOTAL NUMBERS.			
	✓ or •	fs.	Borne.	
Abstract from Supernumeraries' Wages and Victuals, at Folio	18	73	2793	4662
ditto Victuals only,	7	15	1982	
Persons at 2-3 ^{ds} at Folio = at full Allowance to				
	25	88	4775	
		25		
Total ✓• and fs. to be abated from the number borne	—	—	113	
Total number of Days to be carried to statement	—	—	—	
				45,685

Purser.

N^o. 20, A

INSTRUCTIONS for forming the G

1st. The Debt side of this Account must be carried over to as many Sheets as may be required, and the two or more Sheets of which the whole Account, Debtor and Creditor, is composed, must be bound together in the form of a Book.

2nd. The columns to be so wide, that the Figures be not crowded together, but so wide as to be Imperial, or as near as possible to that size.

3rd. The Lines to be wide enough from each other to admit, easily, of room for marks of Official Examination.——They must be conformably to

Nº. 20. B.

ty's Ships or otherwise, as expressed in the Vouchers produced for
or in the said Account, as condemned by Survey, thrown overboard,
by Orders, Certificates, or otherwise, as well as the Casks, Staves,
repairing Casks, &c., were also the same which he received from His
ty's Ships, or otherwise, as expressed in the preceding Account, and
pended by him as therein set forth, without any undue benefit to the
taken credit for as condemned, were received from the Persons and
there was not any Neglect or Default on the part of the Deponent

the best of his knowledge and belief.

Purser.

*no short weight of Beef or Pork, or Losses, or extra Issues, such part of the
vit as refers thereto should be omitted.*

INSTRUCTIONS applicable to the G

1st. The Purser is to take especial notice, that as the quantity of Victualling the Company will depend upon the number of Men and which must be considered to have been issued in due proportion of Flour and Peas will be calculated upon such quantities of Salt Meat, Flour, or a half-pint of Peas, as the case may be, on every pound of Ship's Company beyond the exact allowance, but against doing which the Instructions.

2d. Mode of calculating the Proportions of Provisions; Necessary

1st. PROPORTION OF F

The number of Men victualled for a day is.....

This divided by Sixteen gives.....

Add one half of Cocoa, and it gives

The Cocoa divided by Four gives

The pounds of Cocoa divided by Seven gives.....

Again, deduct the pounds of Fresh Beef issued from the quantity victualled for a day, then divide the remainder by Four, which will give Such remainder itself, after deducting the Pints of Peas, Half the Salt Meat is equal to.....

EXAMPLE.

MEN FOR A DAY.

45,685 gives pounds of Bread and gallons of Beer.

Divide Bread by 16 gives $2,855\frac{5}{16}$ pounds of Cocoa.

Add $\frac{1}{2}$ 1,427 $\frac{2}{3}$

ACCOUNT

Dr. Mr. Purser of His Majesty's Ship in Account

Time when.	RECEIPTS.	CURRENCIES.						Current Rate of Exchange.	STERLING.		
		Spanish.			Sicilian.				£.	s.	d.
		Dollars.	Rials.	Quartos.	Ounces.	Tarris.	Grains.				
182	To Cash from William Reeks, Agent Victualler at Portsmouth	—	—	—	—	—	—	39	10	4
	To Cash from ditto	—	—	—	—	—	—	45	12	6
	To my Bill in favour of of Cadiz of this date	71	7	13	—	—	—	{ 49½d. per Spanish Dollar. }	14	14	6
	To Gained by Exchange	—	—	—	—	—	—	0	16	0
	To my Bill in favour of of Palermo of this date	—	—	—	30	10	9	{ Tarris 55½ per £ Sterling. at 4s. 6d. per Dollar, and Pre- mium 12 per cent. }	16	9	6
	To my Bill in favour of of Havannah of this date, for Ne- cessary Money.	119	3	10	—	—	—	23	12	11
	To Gained by Exchange	—	—	—	—	—	—	1	17	8
	To my Bill in favour of of Havannah of this date	1471	3	—	—	—	—	{ Spanish Dollars 444 per £100 Pre- mium 12 per cent. }	295	17	7
		1662	6	7	30	10	9	438	18	0

MEM.—If Money should be received by the Purser
in any other Currency, it must be inserted in
its proper denomination and fractional parts,
in another set of Columns.

THIS Deponent, Purser of His Majesty's Ship , voluntarily maketh Oath that the several
profit, benefit, or advantage to himself, or any person on his Account, either by Exchange, Negotiation,
in Foreign Weights and Measures, amounted in English Weights and Measures to the quantities men-
kind, and that he has not procured Provisions of any sort at the same times and places on his own account:—
foregoing Account to have been received and paid for Savings of Provisions, were actually received as therein
therein referred to, and not to any other person, or persons, or upon any other account; without any profit
quantities of Provisions specified in the said Lists were all actually saved by, or short allowed to, the
himself, or of any person or persons for him, or on any other account or pretence whatsoever.

Sworn before me at
this day of

182 .

22.

CURRENT.

Current with the Commissioners for Victualling His Majesty's Navy. *C^r*.

Time when.	DISBURSEMENTS.	CURRENCIES.						Value compared with British Standard Silver as per Table.	STERLING.		
		Spanish.			Sicilian.				£.	s.	d.
		Dollars.	Rials.	Quartos.	Ounces.	Tarís.	Grains.				
182	By Voucher for Savings transmitted in my Letter of	—	—	—	—	—	—	39	10	4
	By Necessary Money	—	—	—	—	—	—	45	12	6
	By Voucher for Savings transmitted per Letter of from Cadiz	71	7	13	—	—	—	{ 4s. 4d. per Spanish Dollar. }	15	10	6
	By Voucher for Savings transmitted per Letter of from Palermo	—	—	—	30	10	9	{ 4s. 1d. per Sicilian Dollar. }	15	10	6
	By Loss by Exchange	—	—	—	—	—	—	—	19	0
	By Necessary Money	119	3	10	—	—	—	{ 4s. 4d. per Spanish Dollar. }	25	17	7
	By Voucher for Purchases transmit- ted per Letter of from Havannah	1471	3	—	—	—	—	295	17	7
		1662	6	7	30	10	9		438	18	0

Sums mentioned in the foregoing Account were actually paid as against each Article expressed, without Sale of Bills drawn, or otherwise; that the several and respective quantities of such Provisions mentioned in the several Vouchers therein referred to, and no more; that they were all received on board in and this Deponent further maketh Oath that the several and respective Sums of Money stated in the expressed, and were really and bonâ fide so paid to the several individual persons mentioned in the Lists or advantage to himself or any other person on his account, by Exchange or otherwise; that the several individual Messes therein particularized; and that not any addition has been made thereto, on behalf of

No. 24.

DECLARATION

Required from Officers, having had charge of Purser's Stores, on being promoted, invalided, or dismissed, previously to quitting Foreign Stations.

I, _____ late _____ of His Majesty's
 the _____ declare that I have completed and delivered
 to _____ for Transmission
 to England*, the Muster Books and Quarterly Accounts that were due for that
 Vessel up to the Time of my being _____ from her.
 And also that I have made up and delivered to _____
 for Transmission to the Victualling Office, my Purser's Accounts
 for the said Vessel up to the said time.

Dated at _____ the _____
 day of _____

A. B.

N. B. As the Party cannot have any future Opportunity of making up Muster Books and Quarterly Accounts after leaving the Station, no Apology will be admitted for their being left unfinished. But if there be not Time, before the Departure of the Party for England, to make up the Purser's Accounts, the latter Part of the Declaration is to be altered thus:—" And that I carry to England with me all the Documents necessary for making up my Purser's Accounts, and that my address will be at _____"

* When this Declaration is made by a Purser, that part of it which relates to Muster Books and Quarterly Accounts will necessarily be omitted.

No. 25.

LIST OF BOOKS AND PAPERS

Required to pass a Purser's Victualling Account.

- No. 1. ORDERS and Survey on Remains at the commencement of the Account.
2. Orders and Reports of Survey on Provisions, &c. condemned.
3. Orders and Reports of Survey on Leakages of Beer.
4. Orders and Receipts for Provisions, &c. lent to Ships of War, or otherwise supplied.
5. Orders and Certificates for any Extra issues of Wine, or other Articles.
6. Orders and Receipts for Coals supplied to the Carpenter for extra services.
7. Orders and Receipts for Butter, Hides, Buckets, &c., supplied to the Boatswain.
8. Certificates of Supernumeraries or Prisoners, &c., victualled, if not inserted in Victualling Book.
9. Certificate shewing the period for which Tenders may have been employed, and the Tonnage thereof, with the Commander's Order for employing them.
10. Certificates of Provisions or Stores, lost by accident, thrown overboard, embezzled, &c.
11. Certificates of Convoy Lights, and of Top and Poop Lights.
12. Certified Account of Tobacco and Soap issued.
13. Receipts for Returns into Store.
14. Account of the Short Contents of Beef and Pork, with Certificate.
15. Account of the Extra Expense of Casks, Staves and Hoops.

16. Account Current of Provisions, &c. purchased, and of Savings paid for, to the Ship's Company, with all the requisite Vouchers and Affidavit.
17. General Account of Lemon Juice and Sugar received and expended.
18. General Account of live Cattle and Sheep received and slaughtered.
19. Number and Content Book.
20. Order and Survey on Remains, at the close of the Account.
21. Victualling Book, with Abstract thereto.
22. General Account of Provisions received and returned, with Affidavit.
23. General Statement of the Account.
24. Paper containing the Purser's calculation of the proportions of Provisions; the Necessary Money; the Waste of Casks, Hoops, and Bags; and the Staves into Casks.
25. Sick Book when the Commander of the Ship is the Purser.

The following Certificate is to be inserted at the foot of this Schedule :

“ I hereby certify that previously to transmitting the Books and Papers herewith sent, I have satisfied myself that they are made up and signed by myself, and the respective Officers of the Ship*, in exact conformity to the Instructions, (as well as to the Forms in the Appendix thereto), which I have received for my guidance.”

A. B. Purser.

* Should any circumstance render it impracticable to obtain an Officer's Signature, it must be explained in the Certificate.

No. 27.

ESTABLISHMENT of SLOPS for CHANNEL SERVICE, and for a COLD and WARM CLIMATE.

SPECIES.	First, Second, and Third Rates.				Fourth Rates.			Fifth Rates.			Sixth Rates, and down to Sloops of 100 Men.			Sloops under 100 Men and smaller Vessels.		
	Channel Service.		Warm Climate.	Cold Climate.	Channel Service.	Warm Climate.	Cold Climate.	Channel Service.	Warm Climate.	Cold Climate.	Channel Service.	Warm Climate.	Cold Climate.	Channel Service.	Warm Climate.	Cold Climate.
	War.	Peace.														
Blue Cloth Jackets Bales	2	2	3	4	2	3	4	1	1	2	1	1	1½	½	1	1
Knitted Worsted Jackets, (spotted)	1	½	1	1½	½	1	1½	½	½	1	½	½	½	½	½	½
Ditto (white)	1	½	1	1½	½	1	1½	½	½	½	½	½	½	½	½	½
Blue Cloth Trowsers	2½	2	3	4	2	3	4	1	1	2	1	1	1½	½	½	1
Duck Trowsers, or Duck in lieu .	1	1	2	1½	1	2	1½	1	1	1	½	1	½	½	½	½
Flannel Waistcoats	1	½	1	1½	½	1	1½	½	1	1	½	½	½	½	½	½
Flannel Drawers	2½	2	1½	3½	2	1½	3½	1	1	1	1	½	1	1	½	1
Frocks, or Duck in lieu	1	1	4	2	1	4	2	1	2	1	½	1	½	½	1	½
Shirts	2½	2	4	4	2	4	4	1	2	2	1	1½	1½	½	1	1
Stockings (pairs)	1½	1	3	3	1	3	3	1	2	2	½	1	1	½	½	½
Hats Cases	2½	2	3	4	2	3	4	1	1	2	1	1	1½	½	½	1
Shoes (pairs)	2½	2	4	4	2	4	4	1	2	2	1	1½	1½	½	1	1
Mitts (pair) Bales	½	½		1	½		1	½		¾	½		½	½		¼
Blankets	4	3	6	6	3	6	6	2	3	3	1	2	2	1	1	1
Duck	3	2	4	2	2	4	2	1	2	1	1	1½	1	½	1	½
Black Silk Handkerchiefs	1	1	1	1	1	1	1	½	½	½	½	½	½	½	½	½

MEMORANDA.

1. On proper demands being made (in which the Purser is to shew the state of his Remains, attested by the Captain or Commanding Officer) the Establishment of Slops for each Ship is to be completed a short time before she is ready for Sea, and after each Man shall have been supplied with as many Slops as he may require for immediate Use: And the Purser is to be careful to issue the oldest Slops first.

2. As Slops are packed in large and small Bales or Cases for convenience in being issued, the half Bale or Case inserted in the above Scheme is in all cases to be considered the same as a small Bale or Case; and for the purpose of keeping down the Store of Loose Serviceable Slops, each Ship will be supplied with a few in part of the established quantity, or where the quantity required to complete amounts to less than a Bale or Case, also for present Use, unless in consequence of any very particular Circumstance in regard to Stowage, &c. the Commissioner should think proper to dispense with it.

3. No Slops that are damaged or decayed, or otherwise unfit for Service, shall be returned into Store from on board Ship unless a Survey shall have been taken upon them according to the Form No. 36; and in case any part of such Slops shall appear to have become damaged or decayed, by being kept too long on board Ship, or through a want of due care on the part of the Purser by being stowed in an improper place, the Storekeeper is to make a report thereof to the Navy Board.

4. Boys' Clothing, being now packed separate and in large quantities, will be issued loose, and Pursers are therefore to demand such quantities of each Article as may be necessary for the number of Boys on board.

5. The Guard Ships being established with a reduced Complement of Men, the Establishment of Slops for them is to be considered the same as the Establishment for a Fifth Rate.

No. 28.

FORMS FOR PURCHASES OF SLOPS, &c.

PURSER'S CERTIFICATE.

I hereby Certify that the Remains of _____ on
board His Majesty's Ship _____ Esq., Captain,
are _____

Dated on board the said Ship
this _____ day of _____ 18 _____

A. B. Purser.

CAPTAIN'S ORDER.

By, &c. &c.

Whereas it appears by your Certificate above, that the Remains of _____
on board His Majesty's Ship under my Command,
are not sufficient to provide for the wants of the Crew, you are hereby authorized
and directed to purchase _____ taking care to do it
with all possible advantage to the Crown, and to draw Bills on the Commissioners
of His Majesty's Navy for the amount thereof.

Dated on board His Majesty's Ship the
this _____ day of _____ 18 _____

C. D. Captain.

To Mr. A. B., Purser.

ACCOUNT OF PURCHASE.

Mr. A. B. ———, Purser of His Majesty's Ship the
Bought of

Date.	Description of Articles.	Quantity.	Rate.	Value.

Currency

Amounting at the present rate of Exchange of

to Sterling, which I hereby acknowledge to have
received in a set of Bills of Exchange in my favour, drawn by
on the Principal Officers and Commissioners of His Majesty's
Navy at days' sight.

Dated at _____ this _____

Witness

Senior Lieut.

Master.

MERCHANT'S CERTIFICATE.

We the undersigned, two of the Merchants of this place, do certify that the prices charged in the above Account, are fair and reasonable, and that the current rate of Exchange is

CERTIFICATE OF RECEIPT.

I hereby Certify that the afore-mentioned Articles, amounting to £ Sterling, have been delivered into my charge, with which sum, including ten per Cent. thereon, making together the sum of £ I have accordingly debited myself in my Slop Account with the Commissioners of His Majesty's Navy, and that the said Articles will be issued at the following rates, viz. :

Dated on board His Majesty's Ship, the
this day of

18

A. B. Purser.

No. 29.

An ACCOUNT of CLOTHES and EFFECTS belonging to
deceased, sold at the Mast on board His Majesty's Ship
on the by Purser.

No. on Ship's Books.	To whom sold.	PARTICULARS.	Sum.		
4	William Brodie	A Blue Jacket, pair of Blue Trowsers, and Hat. . . .	£	s.	d.
			0	8	6
8	James Matthews	2 Blankets, 4 Shirts, and 6 pair of Stockings.	0	12	6
15	George Sims . .	1 Hat, 2 Duck Frocks, and 1 pair of Shoes.	0	7	0
2nd List 2	Lieut. W. H. Lee	Cash.	2	15	0
3d Class 4	John Brown . .	A Silk Handkerchief.	0	1	6
Total. . . . £			4	4	6
Captain			Senior Lieut.		
Master			Purser.		

No. 30.

FORM OF A SLOP BOOK.

Time issued.	No. on Ship's Books, Man's Name, and Articles issued.	Navy Slops.	Clothes in Sick Quarters.	Beds.	Religious Books.	Dead and Run Men's Effects.	Tobacco.	Waxed Wrappers.	Soap.	Amount of Monthly Payment.
1823.	3. THOMAS NEEDHAM.	£. s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
9 May	A Silk Handkerchief, and 1lb. of Soap.....	0 4 6	0 8	..
8 July	6 yards of Duck, and 2lbs. Tobacco.....	0 8 0	3 2
5 Sep.	A Guernsey Frock, and 1lb. of Soap.....	0 6 0	0 8	..
5 Nov.	2 Shirts, and 2lbs. of Tobacco.....	0 8 0	3 2
		1 6 6	6 4	..	1 4	..
	4. WILLIAM BRODIE.									
	Charges from Perseus	13 3
	Ditto Genoa	0 19 5
1823.										
9 May	A Shirt, pair of Shoes, and 2lbs. Tobacco.....	0 9 3	3 2
8 July	A waxed Wrapper, and 2lbs. Tobacco.....	3 2	6 0
5 Sep.	Effects of J. Twyman, deceased, and 2lbs. Tobacco..	8 6	3 2
5 Nov.	A white Frock and pair of blue Trowsers.....	0 12 4
1824.										
2 Jan.	A pr. Stockings, pr. Shoes, 2 Shirts, and 2lbs. Tobacco	0 11 1	3 2
		1 12 8	8 6	12 8	6 0
1823.	5. RICHARD TUCKER.									
8 July	A Bed and Blanket, 1 Shirt, 1 pair of Shoes, and } 6 yds. of Duck	1 7 1	..	13 3
		1 7 1	..	13 3
1823.	6. JOSH. MORRIS.									
8 July	2lbs. of Tobacco, and 2lbs. of Soap.....	3 2	..	1 4	..
8 Sep.	1 pair of Shoes, and 3 yards of Duck.....	0 9 3
1824.										
2 Jan.	Effects of Jas. Matthews, deceased.....	10 6
1 Mar.	A pr. of Shoes, 2 Shirts, 4lbs. Tobacco, and 2lbs. Soap	0 13 3	6 4	..	1 4	..
		1 2 6	10 6	9 6	..	2 8	..
	7. EDWARD WATSON.									
	Charges from Bulwark	1 5 10	..	13 3
1823.										
8 July	A Hat, Worsted Jacket, and 3 yards of Duck.....	0 13 4
5 Sep.	3 pair of Stockings and 1 pair of Shoes.....	0 9 6
5 Nov.	A Blanket, and 3lbs. of Soap.....	0 9 10	2 0	..
1824.										
2 Jan.	1 pair of Blue Trowsers, and 1 pair of Shoes.....	0 11 7
1 Mar.	A Blue Cloth Jacket, and 2lbs. of Soap.....	0 11 3	1 4	..
		2 15 6	3 4	..
1823.	8. JAS. MATTHEWS.									
8 July	A Bible and Prayer Book, and 2lbs. Tobacco.....	8 0	..	3 2
5 Sep.	Effects of J. Twyman, and 4lbs. of Tobacco.....	12 6	6 4
5 Nov.	2 Shirts and pair of Shoes.....	0 13 3
		0 13 3	8 0	12 6	9 6

No. 32.

FORM of a TOBACCO and SOAP LIST.

[illegible]

The List is to correspond with the time of the Ship's Pay Books, excepting when, in consequence of a change of Purser, it will be necessary to substitute the Date of taking or ceasing charge, as the commencement or termination of the List.

Waxed Wrappers, if issued, are to be accounted for in an additional Column.

No. 33.

FORM OF SURVEY OF REMAINS.

Pursuant to an Order from

dated

the

and to Us directed.

We, whose Names are hereunto Subscribed, have been on board His Majesty's Ship the _____ and taken a strict and careful Survey of the Slop Clothes, Bedding, and Religious Books remaining on board the said Ship, and find as follows, viz. :—

— Blue Cloth Jackets, at	each	£
— Flannel Waistcoats, at	
— Frocks at	
— Stockings at	per Pair	
— Shoes at	

Amounting in the whole to £

— Beds. at	each	
— Bibles at	each	£
— Prayer Books . . . at	
— Testaments at	

Amounting in the whole to £

All which Slop Clothes, Beds, and Religious Books, we have delivered into the charge of Mr. _____ the succeeding Purser; and We do declare, that we have taken this Survey with such care and equity that We are ready to make oath to the impartiality of our proceedings.

Given under our hands, on board the _____ at
this _____ Day of _____ 18 _____

A. B. Purser of _____

C. D. Purser of _____

E. F. Purser of _____

No. 34.

FORM OF ACCOUNT CURRENT.

		Purser of His Majesty's Ship				between the	
and the		in Account with the Commissioners of the Navy.					
<i>Dr.</i>		SLOPS.				<i>Cr.</i>	
Date.		£.	s.	d.	Date.		£.
							s.
							d.
<i>Dr.</i>		BEDS.				<i>Cr.</i>	
Date.		No.	Rate.	Date.		No.	Rate.
<i>Dr.</i>		BOOKS.				<i>Cr.</i>	
Date.		£.	s.	d.	Date.		£.
							s.
							d.

continued.

CHARGE.

Majesty's Ship _____ by _____ Purser,
and the _____

[illegible]

doth offer and declare these his annexed Accounts to be candid, impartial, just, and honourable Recitals and Oath, and saith, that the SLOPS, BEDDING, and RELIGIOUS BOOKS, specified in the above Accounts, not at any time or times between the Day of 18 , and the or RELIGIOUS BOOKS, whatsoever, on His Majesty's Account, or for His Majesty's Use, other than and nor any Person for him, hath received, and that he this Deponent doth not expect to receive, and that he will not SLOPS, BEDDING, or RELIGIOUS BOOKS, received or taken charge of by him this Deponent, on His and the Day of 18 : and lastly, that he this Deponent hath not received during the above-mentioned period, by him this Deponent.

No. 35.

FORM OF CERTIFICATE.

Certificate of Slops and Beds issued between the Payment of the
Ship and the date of Report of Survey on the Remains.

These are to Certify, that the Amount of Slops issued to the Company of
His Majesty's Ship _____ between the
and the _____ by Mr. _____ Purser of the said Ship, is
and that the number of Beds
issued during the same time is _____

Captain.

Master.

No. 36.

FORM OF REPORT OF SURVEY ON DAMAGED SLOPS.

Report of Survey held on damaged, decayed, or unserviceable Slop
Clothing ; with the Purser's Affidavit

Pursuant to an Order from
and to us directed.

&c. &c.

We, whose Names are hereunto subscribed, have taken a strict and careful
Survey on a quantity of Slop Clothing, complained of on board the
and do find as follows, viz. :

When received.	From whom received.	SPECIES.	Quality.	Rate.	Amount.	How damaged, and whether serviceable or not.	Where stowed.

All which We have left in charge of Mr.
Purser, to be returned into Store ; and We do declare that We have taken this
Survey with such care and equity, that We are ready to make Oath to the im-
partiality of our Proceedings.

Given under our Hands, on board the said Ship
this day of 182 .

A. B. Senior Lieutenant.

C. D. Master.

E. F. Boatswain.

FORM OF AFFIDAVIT.

This Deponent maketh Oath and saith that the whole of the Articles specified in the foregoing Report of Survey, are the same he actually received from His Majesty's Stores or Ships, or on His Majesty's Account, and that there was no neglect on his part in not having timely issued those which appear to be condemned as damaged or decayed.

Sworn before me,

this Day of

No. 37.

An Act to make further Provisions for the Payment of the
Crews of His Majesty's Ships and Vessels.

[2d May 1825.]

WHEREAS by an Act made and passed in the Thirty-first Year of the Reign of His late Majesty King *George the Second*, intituled *An Act for the Encouragement of Seamen employed in the Royal Navy, and for establishing a regular Method for the punctual, frequent, and certain Payment of their Wages ; and for enabling them more easily and readily to remit the same for the support of their Wives and Families ; and for preventing Frauds and Abuses attending such Payments ;* it is, amongst other Provisions for the due Payment of the Navy, enacted, that whensoever and as soon as any Ship or Vessel of His Majesty, His Heirs or Successors, having been Twelve whole months or more in Sea Pay, shall be or arrive in any Port of *Great Britain* where any Commissioner of the Navy shall be or reside, the Commissioners of the Navy at their Board shall solicit such Sums of Money as shall be sufficient, and as soon as the same shall be issued, shall cause immediate Payment to be made of all the Wages due upon the Pay Books (therein-before directed to be transmitted to the said Commissioners) to all such Officers and Seamen, their Executors and Administrators, or to their respective Attorney or Attornies duly authorized as therein-after directed, deducting thereout whatever Monies shall have been paid before by way of Advance, or that shall stand against them in the

31 G. 2.
10.

Books of such Ships or Vessels on account of any Defalcation, leaving always Six Months' Wages and no more due to such Officers and Seamen for their Service in such Ship or Vessel unpaid and in arrear: And whereas it has since been found convenient and expedient that His Majesty's Ships and Vessels shall be occasionally paid at Ports and Places where a Commissioner of the Navy shall not be or reside, and it is necessary that a proper and discretionary Authority should be given to the Commissioners for executing the Office of Lord High Admiral of this United Kingdom, to order Payments to be made at any such Ports or Places when found expedient for the Public Service; Be it therefore enacted by the King's most Excellent Majesty, by and with the Advice and Consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the Authority of the same, That from and after the passing of this Act, it shall and may be lawful for the said Commissioners for executing the Office of Lord High Admiral aforesaid, as often as they may think convenient and expedient that any of His Majesty's Ships or Vessels shall be paid at a Port where a Commissioner of the Navy shall not be or reside, to signify their Directions in Writing for that Purpose to the principal Officers and Commissioners of the Navy, who shall thereupon take the proper Steps for causing Payments to be made accordingly by the Clerks of the Treasurer of the Navy, in the usual Manner, in the Presence of a Commissioner of the Navy to be sent thither for that Purpose, or other Officer to be appointed as hereinafter mentioned, and of the proper Clerks of the Navy Office.

Admiralty
may direct
Ships to
be paid at
Ports
where no
Commis-
sioner re-
sides.

Payments
may be
made,
though
Books are
not exa-
mined.

II. And whereas it may be expedient to pay the Crews of Ships on their Arrival at the Port, or previous to sailing from thence, under Circumstances which will not admit of the Delay which must necessarily occur in sending the Pay Books of such Ship or Vessel to the Navy Office, to be examined previously to Payment being made thereupon, as is required by the said recited Act; be it therefore further enacted, That it shall and may be lawful for the Commissioners of His Majesty's Navy, in cases of Urgency, as they shall see necessary, to cause Payment to be made upon such Books without the previous Examination thereof as aforesaid; but it is nevertheless hereby required and directed that the said Books shall, immediately after Payment shall have been so made thereon, be trans-

mitted to the Navy Office, for the Purpose of undergoing the necessary Examination and Adjustment, and in order that any Charges omitted to be made, or any Overpayments that may have occurred thereon, may be set off, or abated and recovered, at the first Opportunity, from the Arrears of Wages or growing Wages of the Men in respect of whom such Omissions or Overpayments may have taken place.

III. And whereas it may be occasionally inconvenient and inexpedient to the public Service, at Ports where a single Commissioner may be or reside, and incompatible with his other public Duties, that he should superintend and control Payments of Ships and Vessels; and it may be proper that a discretionary Authority should be vested in the said Commissioners for executing the Office of Lord High Admiral aforesaid, to substitute an Officer to superintend and control the said Payments instead of a Commissioner of the Navy; be it therefore further enacted, That it shall and may be lawful for the Commissioners for executing the Office of Lord High Admiral aforesaid, when and so often as they may deem it expedient, to appoint an Officer of the Navy, of the Rank of Captain or Commander, to superintend and control the Payment of any of His Majesty's Ships and Vessels; and that all Payments to be made in the Presence of and under the Superintendence and Control of such Officer shall be held as Payments made in the Presence of a Commissioner of the Navy, and be passed to the Credit of the Treasurer of the Navy accordingly.

Captains
may su-
perintend
Payments.

IV. And whereas it has been considered beneficial to His Majesty's Service, that a certain Portion of the Pay which may be due to the Warrant and Petty Officers, not allowed to draw Bills for their Pay, and to each Seamen, Non-commissioned Officer and Private of Marines and Boy serving on board His Majesty's Ships and Vessels, who may be desirous of receiving it, shall be issued to them at the Expiration of every Month, or as soon after as the Convenience and Necessity of the Service may admit, on the Ship's Arrival at any Port at Home or Abroad where Money can be procured for that Purpose, which Regulation cannot be carried into Effect without an Alteration of certain Provisions for the better Payment of the Navy, which have been established by the said Act before recited; be it therefore further enacted, That from and after the

Monthly
Payments
may be
made to
certain
Officers
and Men.

passing of this Act, it shall and may be lawful for the Commissioners for executing the Office of Lord High Admiral aforesaid, to authorize and direct the Issuing and Payment to such of the Warrant and Petty Officers of His Majesty's Ships and Vessels in Commission as are not entitled to draw Bills, and to the Seamen, Non-commissioned Officers and Privates of Marines, and Boys, who shall be desirous of receiving the same, a Portion of the Pay which may be actually due to them, in such Proportions *per Month*, to such Amount, and according to such Rate, as shall for that Purpose be authorized, and ordered by His Majesty in Council; such Payment to be made in any Port Abroad or at Home, at the Expiration of every Month, or as soon after as the Convenience and Necessity of the Service will admit; and for the Purpose of carrying this Regulation into Effect, the Captain or Commanding Officer is hereby directed and enjoined to make out or cause to be made out a complete List of the Names with their respective Numbers on the Ship's Books, of such of the Description of Persons before mentioned as shall be willing to receive such Portion of their Pay, and who shall be actually on board at the Time of making out the said List, which List shall be signed by the said Captain or Commanding Officer, One other Commissioned Officer or Warrant Officer entitled to draw Bills, and by the Purser; and that the Purser of the said Ship or Vessel shall then draw, for the Amount of the said Portion of Pay so to be issued, a Bill at Three Days' Sight upon the Commissioners of the Navy, according to the Form set forth in the Schedule to this Act annexed, which Bill shall be certified by the Signature of the Captain or Commanding Officer of the Ship or Vessel in the Manner prescribed by the said Schedule; and the Commissioners of the Navy are hereby directed and enjoined to accept the said Bill, and assign it for Payment in the usual Manner on the Treasurer of the Navy, who shall be entitled to take Credit for the same, and the Amount shall be charged against the said Purser, who shall clear his Account in the Manner hereinafter directed; and that as soon as Cash shall have been obtained on the said Bill, the said Portion of Pay shall be paid by the said Purser to the Parties entitled thereto on the said List, in the Presence of the Captain or Commanding Officer, and a Commissioned or Warrant Officer entitled to draw Bills, and the Payment shall be certified on the said List by the said Captain or Commanding Officer, the said Commissioned or Warrant Offi-

cer, and the said Purser ; and that as soon after the said Payment as may be, the said Captain or Commanding Officer shall transmit the said List by the first safe and convenient Opportunity to the Commissioners of the Navy ; and the Captain or Commanding Officer and the Purser shall likewise, under their respective Hands, certify at the End of each Muster Book the full Amount, in Words at Length, of the Monies which shall have been so paid during the exact Period of Time of such Book, and that the several Sums so paid have been duly charged against the respective Men's Names on such Books ; provided always, that in case after any such Payment there shall be a Balance remaining in the Hands of the Purser, he shall give Credit for the Amount thereof in the next Bill to be drawn by him for Monthly Payments, so that he shall not be at liberty to draw for more than what, including such Balance, shall be sufficient to answer the next Monthly Payment.

V. And be it further enacted, That on the Receipt of the said List, the Payments made thereon shall be carried to the Credit of the Purser of the Ship or Vessel by whom the Bill for the Amount shall have been drawn as aforesaid ; and on the making out of the Pay Books, Muster Books, Slop Books, Pay Lists, and Pay Tickets of the said Ship or Vessel, the Sums so paid shall be charged against the Wages of each Person having received the same.

Payments
to be car-
ried to
Account
of the
Purser.

VI. And whereas it may happen that some of the Persons desirous of receiving such Portion of Pay at the Time of such Payment be absent on Duty or Sick, or on Leave of Absence, or from other sufficient Cause ; be it therefore further enacted, That on the Return to the Ship of any Individual so absent, his Name may and shall be subjoined to the next Lists to be made out for Payment, such Lists specifying the Cause and Date of Absence, and Date of Return ; and in case any Individual shall be discharged to another Ship or Vessel, and shall at the time of his Discharge be entitled to any Payment, or Portion of Payment, not then made, he shall be entitled to a Certificate from the Captain or Commanding Officer of the Ship or Vessel from which he may have been discharged, who is hereby required to furnish the same, specifying the Rating of such Individual in the Muster Books of the said Ship or Vessel, and

Men sick
or absent
may also
obtain
Monthly
Payments.

the Time for which he is entitled to such Portion of Pay, which Portion shall be paid to him on the next Payment to be made to the Crew of the Ship or Vessel into which he may have been discharged, and shall be allowed to the Purser of such last-mentioned Ship or Vessel in the Account of such next Payments; Provided nevertheless, that in all Cases where any of His Majesty's Ships and Vessels shall be at a Port where a Commissioner of the Navy shall be and reside, and whereat there shall be an Establishment of Clerks, having Money in their Custody for the Payment of Wages, and that such Monthly Portion of Pay herein-before authorized and directed to be advanced shall at that time be due and payable, the Purser shall draw a Bill for the Amount thereof, subject to such Abatement, and certified and attested in manner and form as herein-before directed, which Bill shall be cashed to him by the Clerks to the Treasurer of the Navy at such Out-Port, out of the Monies in their Hands for the Payment of Wages, and the Amount thereof shall be charged by the Commissioners of the Navy against the Purser, as before directed, and the Treasurer of the Navy shall be entitled to take Credit for the same.

Bills to be cashed by Clerks of Navy Pay Office at Ports where there is an Establishment.

Commanding Officer to be deemed the Purser where there is not one.

VII. And be it further enacted, That in case of a Payment made on board a Ship or Vessel which, from her Establishment or other Circumstances, may not have a Purser on board, the Commanding Officer of every such Ship or Vessel shall act as and be deemed to be the Purser for all the Purposes of this Act; and that in such Case the Payment shall be made in the Presence of any other Commissioned Officer of the said Vessel, and One Warrant Officer, or if there shall be no other Commissioned Officer, then in the Presence of any Two Warrant Officers, who shall certify and attest the Lists in the Manner before required.

Pursers to debit themselves with Premium on Bills.

VIII. And be it further enacted, That the Purser of every Ship or Vessel, or in case the Vessel shall not have a Purser on board, then the Commanding Officer, shall debit himself, and be charged with any Premium which the Bills drawn by him in pursuance of this Act may bear, as Part of the Balance which may remain on Hand at the Conclusion of each Payment; and in case the said Bills shall be at a Discount, he shall add the said Discount to the Amount of the Bill to be drawn by him, which Discount shall be allowed in his Accounts, provided the Amount be truly

certified at the Foot of such Bill, in the Form set forth in the Schedule to this Act: Provided nevertheless, that if the said Bills shall be drawn at any Port within the Foreign or Colonial Territories of *Great Britain*, where there shall be a resident Naval Officer, such Naval Officer is hereby enjoined and directed to give Cash for the Amount of such Bills at Par, upon which no Premium or Discount shall be charged or taken; and in case he shall not have sufficient Cash in Hand for the Purpose, he shall certify the same by Indorsement on such Bill.

IX. And whereas by an Act passed in the Fifty-seventh Year of His late Majesty's Reign, intituled *An Act for making further Regulations respecting the Pay of the Officers of the Royal Navy, in certain Cases therein mentioned*, Officers and Persons of the Ranks and Rates therein expressed, and (amongst others) passed Mates and passed Midshipmen entitled to full Pay, are authorized to draw upon the Commissioners of the Navy at the End of every Six Lunar Months or Twelve Months for their Pay, as therein provided: and whereas His Majesty was pleased by his Order in Council, bearing Date the Twenty-fourth of *June* last, to establish a new Class of Officers in the Royal Navy, under the Denomination of Master's Assistants; be it therefore enacted, That from and after the passing of this Act, every Master Assistant, who shall have passed for a Master, or Second Master, shall have Licence, and he is hereby authorized to draw upon the Commissioners of the Navy a Bill or Bills for his Pay at the Expiration of every Six Lunar Months or Twelve Months, but not for a less Period than Six Months, for the whole net Amount of his Pay in the same Manner, subject to the like Deductions, and under similar Regulations, Limitations, Prohibitions and Restrictions, in every respect, as are in the recited Act expressed and declared with regard to passed Mates and passed Midshipmen.

Resident
Naval
Officers to
Cash Bills.

Master's
Assistants
may draw
Bills for
their Pay.
57 G. 3. c
20.

SCHEDULE.

FORM OF BILL.

HIS Majesty's Ship
Day of

at

Gentlemen,

THREE Days after Sight, be pleased to pay to or Order,
the Sum of Pounds and Shillings [*the Sum
to be inserted in Words at Length*]; on account of the Monthly Portion of Pay due
to the Warrant and Petty Officers and Seamen, Non-commissioned Officers and
Privates of Marines, and Boys of the above Ship from the
Day of to the Day of

£. s. d.

Here insert the full
Sum due or to be
paid.....
Deduct unpaid Ba-
lance of the Bill
for the Month, of

(Signed)

Net Sum drawn for £

Purser of the said Ship.

I HEREBY certify, That
Officers (not entitled to draw Bills,)

Warrant and Petty
Seamen,

Non-commissioned Officers and
of Marines, and

Privates

Boys [*insert the Numbers in Words at Length*],
were actually serving on board this Ship at the Date of drawing the above Bill.

Witness my Hand, at

the

Day of

(Signed)

Captain,

[or Commanding Officer, as the case may be.]

We do hereby certify, That at the Date of drawing this Bill, the Course of Exchange on *England* was at the Rate of [*insert Words at Length*]. Dated at the _____ Day of _____

(Signed) *A. B.* } Resident Merchants
C. D. } at

To the principal Officers and Commissioners
of His Majesty's Navy, London.

ASSIGNMENT.

N^o.

Navy Office,

Day of _____

WHEN due, to be paid by the Treasurer of His Majesty's Navy, out of the Monies received under the Head of Wages.

} Commissioners of His Majesty's Navy.

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61, STRAND.

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